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ABSTRACT

A guide to the Arkansas Department of Higher Education Information System is presented. Contents include a calendar of reporting dates for each form in the system, a glossary that summarizes the definitions of all terms used, the residency policies of the State Board of Education, and copies of each reporting form along with the reporting instructions and definitions relevant to that form. The survey forms are grouped in 17 series, each of which covers a particular aspect of an institution's operations. These include: the academic calendar, enrollment of students by level and load, undergraduate and graduate enrollment by current legal residence, first professional enrollment, enrollment audit list, summary of summer session enrollments, annual summary of nonstandard instruction, off-campus credit instruction course, age of students, ability descriptors of first-time entering undergraduate students, geographic origin of undergraduates and institutional origin of transfer and graduate students, admissions summary, progressions summary, upper division and graduate enrollment by HEGIS discipline division, headcount of full-time instruction/research employees by age and discipline, program updates, annual report of academic positions, student credit hours enrolled by HEGIS discipline category for two-year and four-year institutions and by academic subdivision. (SW)

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INFORMATION SYSTEM MANUAL

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ARKANSAS DEPARTMENT OF HIGHER EDUCATION INFORMATION SYSTEM MANUAL

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April, 1981

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FOREWORD

This manual has been prepared as a basic reference for all persons dealing with the Arkansas Department of Higher Education Information System. It includes a calendar of reporting dates for each form in the system, a glossary which summarizes the definitions of all terms used, the residency policies of the State Board of Higher Education, and copies of each information reporting form along with the reporting instructions and definitions relevant to that form.

How to Use the Manual

The Table of Contents (p. 0-2) provides a guide to all parts of this manual. Page numbers in the Table of Contents refer to the page numbers on each sheet in this manual which appear in the center bottom margin, and are in addition to the page numbers associated with the individual reports and instruction sheets. Beginning on page 0-8 is a summary of surveys which lists each report series and form, periods to be covered by that report, and its due date at the Arkansas Department of Higher Education (ADHE). Please note that these due dates are intended to be final reporting deadlines, and earlier reporting is encouraged.

The Glossary (p.p. 0-11 to 0-33) contains a complete, alphabetic listing of definitions of all data elements in the system. These definitions are duplicated on the individual instruction sheets for the convenience of the institutional officers responsible for completing these individual forms. The Residency Regulations are presented beginning on 0-34.

The survey forms are grouped in 17 series, each of which concerns a particular aspect of an institution's operations. For example, the 02 series covers headcount enrollment, with the 02-0, 02-1, 02-2 forms covering headcount enrollment by level, the 02-3 and 02-4 covering current legal residence, and 02-5 covering headcount enrollment for audit purposes. Every page involving headcount enrollment in the 02 series in this manual is numbered with a 02 as the first digits followed by a hyphen and a page number within that series. This grouping and page numbering system is intended to facilitate updating this manual as may be necessary in the future.

Development of the ADHE Information System

Improving the type and quality of information resources available to the Arkansas Department of Higher Education and the State Board of Higher Education has been a high priority. Good information resources are important to institutions and ADHE in such varied functions as budgeting, facilities planning, staffing, and program planning and evaluation. Indeed, objective information about what currently exists is the starting point for all administrative activities, especially planning. For the institution, the usefulness of the information is even greater if comparable information is available about other institutions.

The Arkansas Higher Education Information System described in this manual is the result of many hours of work involving a large number of individuals over

more than a year. The process began in the fall of 1979 when, recognizing that one of the most pressing needs in Arkansas Higher Education was a sound system of information resources for decision making, the State Board of Higher Education authorized the establishment of a task force to assist in improving that system. The task force and ADHE staff began meeting and working soon thereafter. A draft manual was ready by spring of 1980, and distributed to presidents, chancellors, and staff of public and independent institutions. After comments and further revisions, the manual was adopted by the State Board of Higher Education and the Arkansas Postsecondary Education Planning Commission in the summer of 1980 for implementation in the fall semester of 1980. This development effort, and the automation of the resulting data files, was partially supported by a grant from the National Center for Educational Statistics.

The design of the system draws heavily on the results of the State Level Information Base (SLIB) project conducted by the National Center of Higher Education Management Systems (NCHEMS) under National Center for Educational Statistics (NCES) sponsorship in the mid-seventies. Also, the Arkansas system reflects thorough review of similar work undertaken in other states by agencies similar to the Arkansas Department of Higher Education. Such reviews were done with the intent of both avoiding mistakes made in other states and taking advantage of whatever could be identified as good work, applicable to Arkansas' needs.

In developing the overall design, the task force and ADHE staff gave active consideration to two kinds of questions. First, in any given area the question "What information should be collected?" was considered. In this regard, the desire for the information to be made available for statewide planning, budgeting and other purposes had to be balanced against the cost of collecting that information, and the reporting burden on the individual institutions. In making such judgements for each item of data, the answer to the question of "Why?" controlled the resulting decisions, never "Why not?".

Understandably, some institutional persons on the Task Force might have individually reached different conclusions regarding specific data elements. In the main however, the final decisions reflect an appropriate balance. In several instances the decision was made to utilize other data sources resulting from reporting requirements imposed by the federal government rather than duplicate those reporting requirements in the ADHE system. This was done even though acquiring information in this manner will result in somewhat greater costs to the Arkansas Department of Higher Education, to accord cost savings to the individual institutions.

The second set of questions were technical in nature and concerned exactly how a given data element was to be reported. Standard definitions and reporting conventions had to be developed. Forms needed to be designed and clear, explicit instructions developed which would assure consistent reporting across institutions and across time. In these instances the Task Force performed especially admirably, and in so doing served the interests of all the institutions and this agency in an exceptional manner. Through the first year of implementation minor problems have been identified in the instructions and forms design which have been corrected in those bound in this manual. At the close of this foreword is a list of changes from the earlier circulated draft manuals which are more than clarifications. As will be noted, a special effort

has been made to minimize changes to those absolutely necessary, and to avoid even desirable changes which would result in more adjustment to institution reporting practices that could be justified.

The manual has been designed to facilitate ease of updating, addition, and improvement in the future as revisions or additions are required. However, it is the explicit intention that such future revisions will be kept to a minimum so that institutions may plan well in advance for their own reporting systems. One change known now, which will be implemented in the 1982-83 reporting cycle, will be the new instructional program classification structure adopted by NCES mandated for use beginning in that year.

Acknowledgements

The members of the Higher Education Informatin System Task Force who contributed many hours and endured the internal give and take of the process are: Bill Osborne, Director of Institutional Research, University of Central Arkansas, Jim Andrews, Executive Director of Administration, Henderson State University, Jerald Barber, Business Manager, Phillips County Community College, Richard Hudson, Assistant to the President, Westark Community College, Kenneth Cook, Associate Vice-President, University of Arkansas System, William Ed Coulter, Vice-President for Administration, Ouachita Baptist University, and Russell Helms, Director of Computing Services, University of Arkansas at Fayetteville (who succeeded Jim Shankle). The Task force was chaired by Tom Spencer, ADHE Associate Director. Other ADHE staff who have worked hard and contributed significantly to this effort are Joanne Branscum and Laurie Cox and, in the financial sections, John Cooper and Debbie Brenske. Cordelia Logan produced the final document.

To all of these we acknowledge our debt, and express our gratitude. However, ultimate responsibility for the content of the information system and this manual, especially including any errors contained therein, rests with the Arkansas Department of Higher Education.

T. Michael Elliott
Director
Arkansas Department of Higher Education
March 30, 1981

CHANGES IN MANUAL

FORM	
	CHANGE FROM
01-0	Instruction 2. Complete I. B. by listing each regular academic term, (e. g. fall term),
	CHANGE TO
	Instruction 2. Complete I. B. by listing each regular academic term, (e. g. fall term, winter/spring term, first and second summer term),
	CHANGE
02 SERIES	COLUMN G, FTE, has been omitted from forms 02-0, 02-1, 02-2, 02-3, and 02-4. It is no longer necessary to compute FTE.
	CHANGE FROM
06-0	Part A: High School Grade Point Average, will no longer be collected.
	CHANGE TO
	Part A: High School Rank by decile level will now be reported.
	CHANGE
11-1	The form number for Annual Report of Academic Positions has been changed from 11-1 to 14-0.

SUMMARY OF ADHE SURVEYS, 1981-82

Description	Period to be Reported	Due Date	Institutions Included
ADHE 01-0, Academic Calendar	1981-82 Academic Year	August 1	All
ADHE 02-0, 02-1, Enrollment of Students by Level and Load	Fall 1981	Four Weeks After 11th Class Day	All
ADHE 02-2, Graduate Enrollment by Level	Fall 1981	Four Weeks After 11th Class Day	Grad. Program Institutions
ADHE 02-3, Undergraduate and Graduate Enrollment by Current Legal Residence	Fall 1981	Four Weeks After 11th Class Day	State-Supported Institutions
ADHE 02-4, First Professional Enrollment	Fall 1981	Four Weeks After 11th Class Day	State-Supported Institutions
ADHE 02-5, Enrollment Audit List	Fall 1981	Two Weeks After 11th Class Day	State-Supported Institutions
ADHE 03-0, Summary of Summer Session Enrollments	Summer 1981	Two Weeks After Close of Each Summer Term	State-Supported Institutions
ADHE 04-0, Annual Summary of Non-Standard Instruction	Year Ending June 30, 1981	October 1	All
ADHE 05-0, Age of Students	Fall 1981	January 1	All
ADHE 06-0, Ability Descriptors of First-Time Entering Undergraduates	Fall 1981	February 15	Four-Year Institutions
ADHE 07-1, 07-2, 07-3, Geographic and Institutional origin of Students	Fall 1981	December 1	All
ADHE 08-1, Admissions Summary	Fall 1981	December 1	All
ADHE 09-0, Progression Summary	Fall 1980, Fall 1981	January 1	All
ADHE 10-0, 10-1, 10-2, Enrollments by Program	Fall 1981	December 1	All

SUMMARY OF ADHE SURVEYS, 1981-82

Description	Period to be Reported	Due Date	Institutions Included
ADHE 11-0, Headcount of Instruction/ Research Employees by Age	Fall 1981	January 1	State-Supported Institutions
ADHE 12-0, Headcount of Instructions/ Research Employees by HEGIS Discipline Division	Fall 1981	January 1	State-Supported Institutions
ADHE 13-1, 13-2, Academic Program Inventory Update	Academic Year 1981-82	August 1	All
ADHE 14-0, Annual Academic Positions Report	Fall 1981	November 15	State-Supported Institutions
ADHE 15-1, Four-Year State-Supported Student Semester Credit Hour Enrollment Summary Report	Each Term	Fall & Spring - Four Weeks After 11th Class Day Summer - Two Weeks After 5th Class Day	State-Supported Four-Year Institutions
ADHE 15-2, Two-Year State-Supported Student Semester Credit Hour Enrollment Report	Each Term	Fall & Spring - Four Weeks After 11th Class Day Summer - Two Weeks After 5th Class Day	State-Supported Two-Year Institutions
ADHE 15-3 and 15-4, Detailed Student Semester Credit Hour Enrollment Report	Each Term	Fall & Spring - Four Weeks After 11th Class Day Summer - Two Weeks After 5th Class Day	State-Supported Institutions
ADHE 16-1, Housing Survey	Fall 1981	November 15	State-Supported Institutions

SUMMARY OF ADHE SURVEYS, 1981-82

Description	Period to be Reported	Due Date	Institutions Included
Supplement to NCES 2300-3, Part I, Number of Employees in Higher Education Institutions by Manpower Resource Category	Fall 1981	November 15	All
Supplement to NCES 2300-3, Part II, Salaries of Selected Administrators	Fall 1981	November 15	State-Supported Institutions

ARKANSAS DEPARTMENT OF HIGHER EDUCATION
GLOSSARY OF TERMS

ACADEMIC YEAR - The institutionally defined consecutive period of time used as a reference for record-keeping related to student programs, faculty participation and employment, student attendance, and other matters related to academic affairs.

Typically an academic year is equated to two semesters, three quarters, or two trimesters.

ADMISSION - Formal notification to an applicant of acceptance by a postsecondary institution and/or program.

AGE - The chronological age of an individual as of some specified date.

AMERICAN INDIAN OR ALASKA NATIVE - See ETHNIC STATUS.

APPLICATION - An individual's completed request for admission to a particular postsecondary institution and/or program.

ASIAN OR PACIFIC ISLANDER - See ETHNIC STATUS.

ASSETS - Includes such items as cash, investments, pledges receivable, accounts receivable, notes receivable, inventories, prepaid expenses and deferred charges, institutional plant, and amounts due from other fund groups.

ASSOCIATE DEGREE - See DEGREE/DIPLOMA/CERTIFICATE.

BACHELOR'S DEGREE - See DEGREE/DIPLOMA/CERTIFICATE.

BLACK/NON-HISPANIC - See ETHNIC STATUS.

BRANCH CAMPUS - See REPORTING UNIT STRUCTURE.

CALENDAR SYSTEM - See PREDOMINANT CALENDAR SYSTEM.

CAMPUS - An educational facility which has been established for the purpose of offering credit courses leading to one or more degrees. (Non-credit courses may also be offered at the location.) Essential characteristics are (a) a physical plant owned or legally controlled by the institution which provides classroom and office space for students and resident administrative staff, faculty, and support staff and services, and (b) course offerings sufficient to enable students to earn degrees through attendance at the location. See REPORTING UNIT STRUCTURE.

CANCELLED REGISTRATION STUDENT - A student who has completed the registration procedure and has paid fees in full (or has made acceptable arrangements for the payment of fees) but whose registration is subsequently cancelled and fees refunded or forgiven in full.

CENSUS DATE - The end of the eleventh day of classes in a regular term and the end of the fifth day during each summer term.

CERTIFICATE - See DEGREE/DIPLOMA/CERTIFICATE.

CHANGES IN FUND BALANCES - All activity that changed the fund balances of a fund group between the preceding and the current balance sheet dates.

1. EXPENDITURES AND OTHER DEDUCTIONS - Used in financial reporting to represent decreases in amounts available to a fund group during a specified reporting period, (excluding transfers).

2. REVENUES AND OTHER ADDITIONS - Used in financial reporting to reflect amounts received or made available to a fund group during a specified reporting period, (excluding transfers).

3. TRANSFERS - The movement of funds from one fund group to another fund group with no intention of repaying the donor fund group. For reporting purposes, there are two types of transfers:

   a. A nonmandatory transfer is made at the discretion of the institution's governing board, between the current fund group and other fund groups.

   b. A mandatory transfer arises out of binding legal agreements such as debt retirement and grant agreements such as loan fund matching.

CIVIL RIGHTS CATEGORIES - See ETHNIC STATUS.

CLASS LEVEL - See STUDENT LEVEL.

CONTINUING STUDENT - See ENROLLMENT STATUS.

CONVERSION FORMULAS - See SEMESTER CREDIT EQUIVALENT.

COURSE AUDITOR - When referring to students or courses, an auditor is a person who is officially registered in a credit-bearing course but who will <u>not</u> be receiving semester credits for participation in the course. An auditor may pay a special fee for the privilege of auditing rather than the regular per-credit-hour fee as charged to credit-seeking students.

CRAFTS/TRADES - See MANPOWER RESOURCE CATEGORIES.

CREDIT COURSES - Courses for which upon successful completion enrolled students are given credit that can be applied to meet the requirements for a degree, certificate, or similar academic award at the granting institution or can be transferred (and a reasonable expectation of transfer exists) to meet requirements for a degree or certificate at another Arkansas institution. (See Fundable Credit.)

CREDIT/CREDIT HOUR - See SEMESTER CREDIT HOUR.

CREDIT BY EXAMINATION - Academic credit which is awarded to students by an institution solely by means of performance on examinations (including externally- and faculty-prepared) and accepted in lieu of enrollment in and completion of credit courses.

CREDIT FOR PRIOR LEARNING EXPERIENCES - Academic credit which is awarded to students by an institution solely by means of assessment and evaluation of knowledge, understanding, skills, etc. acquired in a given experience or in the totality of the individual's experience, sometimes referred to as experiential learning.

CURRENT LEGAL RESIDENCE - A student's present legal residence as determined in accordance with the Residency Policy of the State Board of Higher Education and used as the basis for institutional fee assessment policies. (See current policy at end of Glossary.) The following mutually exclusive categories will be used:

1. IN-DISTRICT - Having legal residence within the boundaries of the designated district in which the reporting institution is located. This applies only to state community colleges.

2. IN-STATE - Having legal residence within the boundaries of the state in which the reporting institution is located. (NOTE: If the category, IN-DISTRICT, is used, then IN-STATE excludes persons classified as IN-DISTRICT. Out-of-district persons would be reported as either IN-STATE (OUT-OF-DISTRICT), OUT-OF-STATE, or FOREIGN, as appropriate.)

3. OUT-OF-STATE - Having legal residence in one of the United States (or its possessions) but outside the state in which the reporting institution is located.

4. FOREIGN - Having legal residence in a foreign country.

DEBT OUTSTANDING - All debt obligations remaining unpaid on a specified date.

DEBT SERVICE - Includes repayment on principal and interest on all short-term and long-term debt.

DEGREE/DIPLOMA/CERTIFICATE - An award or title conferred upon an individual for the completion of a program or courses of study. Additionally, an honorary degree/diploma/certificate may be awarded to an individual in recognition of his or her public service and/or distinguished career-related endeavors. The following mutually exclusive categories will be used:

1. CERTIFICATE OR DIPLOMA (LESS THAN ONE YEAR) - An award for the successful completion of a course of study or program offered by a postsecondary education institution and designed for completion in less than one academic year.

2. CERTIFICATE OR DIPLOMA (ONE YEAR TO TWO YEARS) - An award for the successful completion of a program offered by a postsecondary education institution and designed for completion in one academic year to two academic years.

3. CERTIFICATE OR DIPLOMA (TWO YEARS) - An award for the successful completion of a program offered by a postsecondary education institution and designed for completion in at least two academic years.

4. ASSOCIATE DEGREE (TWO YEARS OR MORE) - A degree granted upon completion of an educational program that is less than the baccalaureate level and that requires at least two but fewer than four academic years of postsecondary education.

5. BACHELOR's DEGREE - Any earned academic degree granted upon completion of an educational program that generally requires four to five years and carries the title of Bachelor.

6. FIRST PROFESSIONAL DEGREE - The first earned degree in a professional field. The following degrees in specific professional programs are included:

   a. Chiropractic (DCM or DC)
   b. Dentistry (DDS or DMD)
   c. Law, General (LLB or JD)
   d. Medicine (MD)
   e. Optometry (OD)
   f. Osteopathic Medicine (DO)
   g. Pharmacy (D Phar)
   h. Podiatry (Pod D, DP, or PM)
   i. Theological Professions, General (BD, M Div, Rabbi)
   j. Veterinary Medicine (DVM)

7. MASTER'S DEGREE - Any earned academic degree carrying the title of Master. In liberal arts and sciences, the degree customarily is granted upon successful completion of one or two academic years of work beyond the bachelor's level. In professional fields, it is an advanced professional degree carrying the master's designation (e.g., LLM, MS [Master of Surgery or Master of Science], MSW [Master of Social Work]) earned after the undergraduate or first professional degree.

8. SPECIALIST DEGREE/CERTIFICATE - An earned academic degree or certificate carrying the title of specialist and awarded as an intermediate degree between the Master's and the Doctorate.

9. DOCTORAL DEGREE - An earned academic degree carrying the title of Doctor and awarded upon completion of an educational program at the graduate level. Not to be included are first professional degrees such as MD, DDS.

10. OTHER - Includes only those earned degrees/diplomas/certificates which cannot be classified in one of the categories above.

11. HONORARY DEGREE/DIPLOMA/CERTIFICATE - A degree/diploma/certificate awarded to an individual in recognition of his or her public service and/or distinguished career-related endeavors.

DEVELOPMENTAL COURSES - Courses which prepare students to enroll for credit courses that can be applied to meet the requirements for a degree, certificate, or similar academic award at an Arkansas institution of higher education. Developmental courses may result in semester credit hour equivalents. (See semester credit hour equivalent and fundable credit.)

DIPLOMA - See DEGREE/DIPLOMA/CERTIFICATE.

DISCIPLINE SPECIALTY (MAJOR FIELD OF STUDY) - Standard discipline specialty names as categorized by the taxonomy of fields of study published by NCES and used in HEGIS 2300-2.1 and certain ADHE reports. The last two digits of the taxonomy code are used to identify the specialties within a discipline division (See STANDARD DISCIPLINE NAME).

DISTRICT - A geographic area, the boundaries for which were established by statute or other formal governmental action.

DOCTORAL DEGREE - See DEGREE/DIPLOMA/CERTIFICATE.

DONATED COURSES - Courses of one higher education institution which are available to the students of another institution at no cost to the student or the institution in which the student is enrolled.

EMPLOYEE, HEADCOUNT - A simple, unduplicated tally of all specified employees, usually by a characteristic such as full-time/part-time, age or sex.

EMPLOYMENT STATUS - Full-Time Employee - Designation by the instituution as a full-time employee according to the terms of an official contract appointment or agreement.
Part-Time Employee - Designation by the institution as a part-time employee according to the terms of an official contract, appointment or agreement.

Graduate Assistant/Teaching Assistant/Teaching Associate - a person engaged in a graduate program who is employed to teach part-time customarily as a means of financial support for his graduate studies.

ENROLLMENT - A student who is counted on a headcount basis as registered on the final census date for the reporting term (e.g., fall, winter/spring).

ENROLLMENT STATUS - A student's current attendance status in a post-secondary education institution. The following mutually exclusive categories will be used:

1. FIRST-TIME-ENTERING UNDERGRADUATE STUDENT - A student entering any college for the first time ever. For reporting purposes, this category includes students enrolled in the fall term who entered college for the first time in the prior summer term and students who entered with advanced standing and may actually be classified beyond the freshman level at entry. A student will be reported in this category only once. This term should not be confused with First-Time-Entering Undergraduate Transfer Student.

2. OTHER FIRST YEAR STUDENTS - Students who entered college prior to the fall reporting period and who are not classified as sophomores or as first-time-entering undergraduate students.

3. ENTERING UNDERGRADUATE TRANSFER STUDENT - An undergraduate student entering the institution for the first time with academic credit attempted or earned at another institution (whether or not the credit is accepted by the institution to which the student transfers). For reporting purposes, this category includes students enrolled in the fall term, who first enrolled as transfer students in the prior summer term.

4. FIRST-TIME-ENTERING GRADUATE STUDENT - A student who has been awarded an earned baccalaureate or first professional degree and who is entering any institution classified as a graduate level student for the first time. "Graduate Student" includes students enrolled at any level of graduate study - Master's, Specialist, or Doctoral (See STUDENT LEVEL). For reporting purposes, this category includes students enrolled in the fall term who enrolled as graduate students for the first time in the prior summer term. The student may have been enrolled previously as an undergraduate or first professional student at the reporting institution.

5. FIRST-TIME-ENTERING FIRST PROFESSIONAL STUDENT - A student entering any institution classified for the first time as a first professional student (See STUDENT LEVEL). The student may have been enrolled as an undergraduate or graduate student at the reporting institution. For reporting purposes, this category includes students enrolled in the fall term who enrolled as first professional students for the first time in the prior summer term.

6. CONTINUING STUDENT - A student previously enrolled at the same general student level (i.e., undergraduate, first professional, graduate) during the previous regular academic term at the reporting institution. Disregard summer session and other special sessions not considered to be part of the academic year.

7. READMITTED STUDENT - A student previously enrolled at the same general student level at the institution but not enrolled during the regular academic term immediately preceding the current term. Disregard summer session and other special sessions not considered to be part of the academic year.

ETHNIC STATUS - A division of individuals into categories reflecting common customs, traits, nativity, and/or racial backgrounds.

Definitions of civil rights categories do not correspond to strict scientific definitions but to student self-reported designations. The following categories and definitions are those developed by the Federal Interagency Committee on Education (FICE).

1. BLACK/NON-HISPANIC - A person having origins in any of the black racial groups of Africa.

2. AMERICAN INDIAN OR ALASKA NATIVE - A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

3. ASIAN OR PACIFIC ISLANDER - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Phillippine Islands, and Samoa.

4. HISPANIC - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

5. WHITE, NON-HISPANIC - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Note that students classified as Nonresident Aliens are reported as a separate category and are not reported in one of the five basic racial/ethnic categories. Nonresident aliens are persons who are not citizens of the United States and who are in this country on a temporary basis and do not have the right to remain indefinitely. Resident aliens--noncitizens who have been lawfully admitted for permanent residence--are reported in the appropriate racial/ethnic categories along with the United States citizens.

EXECUTIVE/ADMINISTRATIVE/MANAGERIAL - see MANPOWER RESOURCE CATEGORIES

EXPENDITURE CATEGORIES - These categories are basically in agreement with the American Institute of Certified Public Accountants (AICPA) Audits of Colleges and Universities (New York: AICPA, 1973, as amended by the AICPA "Statement of Position on Financial Accounting and Reporting by Colleges and Universities," 1974): the National Association of College and University Business Officers (NACUBO), College and University Business Administration (Washington, D.C.: NACUBO as revised April 1978); and Douglas Collier, Higher Education Finance Manual (Boulder, Colo. NCHEMS, 1975). Minor changes have been made for reporting by Arkansas educational institutions. Changes create sub-categories for more defined classification purposes and those sub-categories are defined below. All intercollegiate athletics and student health services expenditures are to be reported as auxiliary regardless of whether they are self-supporting.

1. INSTRUCTION - This category should include expenditures for all activities that are part of an institution's instruction program. Instruction consists of the following sub-categories:

   a. TEACHING SALARIES - Teaching salaries are to reflect only that portion which is solely teaching of credit or credit equivalency courses. Credit courses are those which, upon successful completion, enrolled students are given credit or credit equivalency that can be applied to meet the requirements for achieving a degree, certificate, or similar academic award, at the granting institution or can be transferred (and a reasonable expectation of transfer exists) to meet requirements for a degree or certificate at another Arkansas institution. Prorate academic administrators' (for example, academic deans) and departmental chairmen's salaries to reflect that amount delegated to teaching

only. For example, if a departmental chairman teaches 12 hours per academic year and 24 hours is considered a full load, the teaching salary should be divided .50 to teaching and .50 to Departmental Operating Expense.

b. DEPARTMENTAL OPERATING EXPENSE - Included are salaries, wages and other operating expenses of instructional departments other than teaching salaries. Salaries and wages of division and department chairmen, non-teaching student assistants, laboratory assistants, and other clerical and support staff are included. Note that salaries of department chairmen should be proportionately allocated here. For example, if 24 teaching hours per academic year is an institution's FTE standard workload policy, and a full-time faculty member teaches 18 hours with six hours released time for departmental chairman work, that person would count .25 FTE salary here. Do not include salaries of deans. They are to be classified and reported as other academic support. Exclude the salary of the chief academic officer, which is classified as institutional support. Include audio-visual equipment and materials that are allocated to specific instructional areas. Academic computing support should be excluded and is classified and reported as academic support.

c. OFF-CAMPUS CREDIT INSTRUCTION - Refers to credit courses offered anywhere other than in the facilities or on the grounds of a four year institution (or branch campus) or to students or faculty engaged in such activities. Community college courses offered anywhere outside the district in which the community college is located are considered off-campus. Included are expenditures for newspaper and television credit courses. Excluded are those instructional activities which are an intergral part of on-campus instructional programs but take students away from the campus for a special learning experience, e.g., clinical experiences in health programs, practicums in student teaching, field work and internships. See CAMPUS and ON-CAMPUS.

d. NON-CREDIT INSTRUCTION - Courses, seminars, workshops and other activities or experiences offered by a higher education institution which may not be applied to meet requirements of the institution's formal degree/diploma/certificate programs.

2. RESEARCH - This category includes all expenditures for activities specifically organized to produce research outcomes whether sponsored by an external organization or separately budgeted by the institution. Not included is the grantor's contribution for contract or sponsored research. Expenses of an institutional research office which conducts research primarily for the benefit of institutional planning and management is classified as institutional support, not research.

3. PUBLIC SERVICE - This category should include funds expended for activities that are established primarily to provide non-instructional services beneficial to individuals external to the institution.

4. ACADEMIC SUPPORT - This category should include funds expended primarily to provide support services for the institution's primary missions - instruction, research, and public services. Academic support consists of the following sub-categories:

   a. LIBRARIES - Salaries, wages, other operating costs and equipment of separately organized libraries are included in this category. Also included are separately budgeted costs of media centers, learning laboratories and audiovisuals that are the responsibility of the librarian.

   b. MUSEUMS AND GALLARIES - This category includes expenditures for organized activities that provide for the collection, preservation, and exhibition of historical materials, art objects, scientific displays, etc.

   c. ORGANIZED ACTIVITIES RELATED TO EDUCATIONAL DEPARTMENTS - This category includes expenditures for organized activities that provide support services to the three primary programs, instruction, research, and public service. These activities usually provide a mechanism through which students gain practical experience; for example: a demonstration school associated with the school of education.

   d. OTHER ACADEMIC SUPPORT - This includes expenditures for the provision of all other services that directly assist the academic functions of the institution, including academic administration (for example: the expenses of academic deans are prorated as to various duties, i.e. allocate the percentage of salary to teaching that adequately reflects time spent purely for that purpose). Department chairmen are excluded. Include formally organized and/or separately budgeted activities that promote faculty professional development and reward faculty performance. Also included are activities that provide academic computing support for instruction, research and public service. Expenditures associated with the office of the chief academic officer and administrative data processing are excluded from this category and should be classified as institutional support.

5. STUDENT SERVICES - This category should include funds expended for offices of admissions and registrar and those activities whose primary purpose is to contribute to the student's emotional and physical well-being and to his or her intellectual, cultural and social development outside the context of the formal instruction program. Activities that are essentially self-supporting are reported as auxiliary enterprises.

6. INSTITUTIONAL SUPPORT - This category should include expenditures for: (1) Central executive-level activities concerned with management and long-range planning of the entire institution; (2) fiscal operations; (3) administrative data processing; (4) space management; (5) employee personnel and records; (6) logistical activities that provide procurement, store rooms, safety, security, printing and transportation services to the institution; (7) support services to faculty and staff

that are not operated as auxiliary enterprises; and (8) activities concerned with community and alumni relations.

7. OPERATION AND MAINTENANCE OF PLANT - This category should include all expenditures for the operation and maintenance of physical plant. Included are service and maintenance related to grounds and facilities, utilities, fire protection, property insurance, and so forth.

   a. UTILITIES - Includes purchase, generation, and distribution of coal, electricity, natural gas, water, and so forth.
   b. OTHER EXPENSE - Includes building maintenance, custodial care, and any other expense not covered by utilities.

8. SCHOLARSHIPS AND FELLOWSHIPS - This category should include expenditures for scholarships and fellowships in the form of outright grants to students selected by the institution. Do not report Federal Basic Educational Opportunity Grants or other programs where the institution is not allowed to select the participant. Aid to students in the form of tuition or fee remissions should be included.

9. STAFF BENEFITS - This category should include expenditures for and benefit programs made available to and used by staff members of the institution. These programs, which are approved by the institution's governing board, within the requirements set forth by legislation, provide compensation over and above the staff member's salary.

(TO BE REVISED)******

10. DESEGREGATION AND AFFIRMATIVE ACTION - This category includes salaries, wages, and all other costs expected to be incurred which are <u>additional costs</u> to implement the Desegregation and Affirmative Action Plans. These costs should be only those which are in addition to cost that would be incurred in normal operations.

11. TRANSFERS - The movement of funds from one fund group to another fund group with no intention of repaying the donor fund group. For reporting purposes there are two types of fund groups.

    a. A non-mandatory transfer is made at the discretion of the institution's governing board, between unrestricted funds and another fund group.

    b. A mandatory transfer is made from unrestricted funds to fulfill a legal obligation of the institution in another fund group.

12. HOSPITALS AND CLINICS - Includes all expenditures associated with patient-care operations of the hospitals, including nursing and other professional services, general services, administrative services, fiscal services, and charges for physical plant operations and institutional support. This category does not include expenditures for student health clinics.

13. AUXILIARY ENTERPRISES - Includes all expenditures relating to the operation of auxiliary enterprises, including expenditures for opera tion and maintenance of plant and for institutional support. An auxiliary enterprise is an entity that exists to furnish goods or services to students, faculty, or staff and may incidentally serve the general public as well. It involves the charging of a fee that is directly related to, although not necessarily equal to, the cost of goods or services.

FAMILY INCOME - The adjusted gross annual income (as defined by the Internal Revenue Code) for a student's parents except where the student is classified as "independent."

FELLOWSHIPS - See SCHOLARSHIPS AND FELLOWSHIPS.

FINANCIAL AID - See GRANT, SCHOLARSHIPS AND FELLOWSHIPS, LOAN and STUDENT EMPLOYMENT.

FINANCIAL NEED - The amount determined by subtracting, from the annual cost to attend college, the reasonable contribution which the student and family might be expected to make. If the expected contribution is less that the cost of college, the student may be said to have "need." Generally, the need estimate is determined under a USOE-approved need analysis, such as Uniform Methodology or Basic Educational Opportunity Grant Methodology.

FIRST PROFESSIONAL DEGREE - See DEGREE/DIPLOMA/CERTIFICATE.

FIRST-TIME-ENTERING - Refers to a student's initial enrollment at an institution at a given general student level. See ENROLLMENT STATUS.

FISCAL YEAR - The consecutive twelve-month period for which transactions or a summary are available. For state-supported institutions in Arkansas this twelve-month period is July 1 through June 30 of consecutive calendar years.

FULL-TIME EQUIVALENT (FTE) - See NORMAL STUDENT LOAD.

FULL-TIME STUDENT - See STUDENT COUNTS, Student, Full-Time.

FUND BALANCES - The difference (excess or deficit) between assets and liabilities for each fund group.

FUND GROUPS - Standard categories which describe the various funds used by postsecondary education institutions for accounting purposes. These categories are used in the Higher Education Finance Manual and in College and University Business Administration. The following categories will be used for financial reporting to ADHE:

1. CURRENT FUNDS - Includes all resources used or available for use in carrying out those operations directly related to the institution's educational objectives. It also includes those funds associated with the operation of the institution's auxiliary enterprises.

2. LOAN FUNDS - Resources that have been loaned and those still available to be loaned to students, faculty, and staff.

3. ENDOWMENT AND SIMILAR FUNDS - Funds whose principal is not expendable and which are intended to be invested in order to produce income that can be used to support operations.

4. PLANT FUNDS - This group is used to account for:

   a. Unexpended plant funds to be used for the acquisition of long-lived assets for institutional purposes.

   b. Funds set aside for renewal and replacement of institutional properties.

   c. Funds set aside for debt service charges and retirement of indebtedness on institutional plans.

   d. The cost (or fair value at time of donation of long-lived assets, other than those of endowment and similar funds, and the sources from which the cost is funded including associated liabilities.

5. AGENCY FUNDS - All funds the institution holds as custodian or fiscal agent for student organizations, individual students, faculty members, and so forth.

FUNDABLE CREDIT - Those courses recognized for funding in the ADHE funding process. This includes on-campus credit, off-campus credit, developmental courses resulting in credit or credit equivalency, and fundable high school enrollment as defined herein.

GEOGRAPHIC ORIGIN - The legal residence of a student at the time of original admission to the institution. The following mutually exclusive categories will be used:

1. IN-DISTRICT (state community colleges only) - A student who had legal residence, at the time of original admission, within the district of the institution he or she attends.

2. IN-STATE - A student who attends a postsecondary education institution in the state in which he or she had legal residence at the time of original admission. If the institution also tabulates in-district student data, care should be exercised to avoid double-counting; in such a case, this category means Out-of-District and (but) In-State.

3. OUT-OF-STATE - A student who attends a postsecondary education institution outside of the state in which he or she had legal residence at the time of original admission. Foreign students are not included in this category.

4. FOREIGN - A student who attends a postsecondary education institution outside of the country in which he or she had legal residence at the time of original admission.

The in- and out-of-state student categories of this term should not be confused with "In-State Students" and "Out-of-State Students" as classified by Current Legal Residence. The former designations are for purposes of classifying a student's legal residence upon first admission, while the latter are for classifying a student's current legal residence, usually for tuition-and-fee purposes in state-supported institutions.

A student may be classified the same under both designations for his or her entire attendance at the reporting unit, or may be classified differently for geographic origin and for current legal residence. The primary difference between the two designations is that the student's original legal residence (i.e., geographic origin) never changes while in attendance at the same institution, irrespective of the passage of time or tuition and fee considerations, while his or her current legal residence can be changed.

GRANT - As related to student financial aid, a sum money permanently bestowed for a particular purpose and not requiring repayment or service/work. (Contrast with LOAN, as defined below.) Included as special kinds of grants are Scholarships and Fellowships as defined below.

HEADCOUNT - See EMPLOYEE HEADCOUNT AND STUDENT COUNTS.

HEGIS - Higher Education General Information Survey. An annual data collection administered by the National Center for Education Statistics. (See NCES.)

HIGH SCHOOL ENROLLMENT - Students who are enrolled simultaneously in a high school and an institution of higher education but have not yet graduated from high school. Fundable Credit for High School Student Enrollment:

1. Those credits in which high school students are enrolled as a part of a recognized college/high school cooperative vocational program.

2. Those on-campus credits for which high school students pay their own fees and enroll for higher education vocational or nonvocational credit in addition to their normal high school program. (Fees paid by the public school district, subdivision thereof, or any entity directly related thereto, will not meet the requirement of this definition).

HISPANIC - See ETHNIC STATUS.

IN-DISTRICT STUDENT - See GEOGRAPHIC ORIGIN and CURRENT LEGAL RESIDENCE.

IN-STATE STUDENT - See GEOGRAPHIC ORIGIN AND CURRENT LEGAL RESIDENCE.

INSTRUCTION/RESEARCH - See MANPOWER RESOURCE CATEGORIES.

INTERFUND BORROWING - The movement of funds from one fund group to another fund group with the intention of short-term repayment.

LIABILITIES - Includes accounts payable and accrued liabilities, notes, bonds, and mortgages payable, deposits, deferred revenues, contracts payable, and amounts due to other fund groups.

LOAN - As relates to student financial aid, a sum of money temporarily bestowed and requiring repayment, usually with interest. (Contrast with GRANT, as defined above.) Excluded are short-term loans (those that are to be repaid within a year).

LONG-TERM DEBT - A debt payable more than one year after date of issue.

LOWER DIVISION - See STUDENT LEVEL.

MANPOWER RESOURCE CATEGORIES - Categories of postsecondary education employees who primarily perform certain general kinds of activities, derived from A Manuel for Budgeting and Accounting for Manpower Resources in Postsecondary Education, published by GPO and used for reporting purposes on HEGIS 2300-3. Each category of employee represents a different kind of manpower resource available to the institution. (For detailed definitions please see Appendix A of A Manual for Budgeting and Accounting for Manpower Resources in Postsecondary Education, GPO, 1977.) The categories are:

1. EXECUTIVE/ADMINISTRATIVE/MANAGERIAL - Employees who exercise primary responsibility for the management of the institution, or a customarily recognized department, or subdivision thereof. Assignment in this category customarily requires the incumbent to exercise discretion and independent judgement and to direct the work of others.

   Examples of positions included in this category are president, controller, and dean. Chairmen of academic departments will be reported in the Instruction/Research category if they have no other administrative title.

2. INSTRUCTION/RESEARCH - Individuals employed for the primary purposes of performing instruction, research, or both activities. To be included in this category, individuals should devote 50 percent or more of their time to instruction, research or the combination of those activities.

   Further subcategories are:

   a. Senior Instruction/Research - most commonly associated with such titles as professor and associate professor.

   b. Junior Instruction/Research - most commonly associated with such titles as assistant professor and instructor.

   c. Graduate Student or Instruction/Research Assistants - most commonly associated with such titles as teaching assistant, teaching associate, etc.

3. SPECIALIST/SUPPORT - Individuals employed for the primary purpose of performing academic support, student service, and institutional support activities. Excludes individuals who have executive or managerial (supervisory) responsibilities in these areas. Includes such employees as librarians, accountants, systems analysts, student personnel workers, counselors, salesmen, recruiters, and so forth.

4. TECHNICAL - Individuals who exercise specialized knowledge and skills of the type normally acquired in postsecondary education programs that do not lead to a bachelor's degree. Such technical staff may be computer operators, dental assistants, draftsmen, airplane pilots, etc.

5. OFFICE/CLERICAL - Individuals employed for the primary purpose of performing clerical and secretarial duties.

6. CRAFTS/TRADES - Individuals employed for the primary purpose of performing manually skilled activities in a craft or trade, including air conditioning installers, appliance repair technicians, etc.

7. SERVICE - Individuals employed for the primary purpose of service activities. Included in this category are such employees as custodians, groundskeepers, security guards, food service workers, and so forth.

MASTER'S DEGREE - See DEGREE/DIPLOMA/CERTIFICATE.

MILITARY CREDIT - Credit given by an institution of higher education for courses taught in a military facility.

NCES - National Center for Education Statistics - NCES administers HEGIS. Reports forms used in HEGIS are now numbered as "NCES Form _____." Such forms are frequently referred to as "HEGIS forms."

NCHEMS - The National Center for Higher Education Management Systems, Boulder, Colorado.

NEED-BASED FINANCIAL AID - Funds awarded to a student on the basis of his/her demonstrated financial need for the purpose of meeting postsecondary education expenses. The typical categories of need-based financial aid are:

1. Need-Based Grant or Scholarship - aid which has no requirement for repayment or employment.

2. Need-Based Educational Loan - aid which requires dollar repayment and/or provides for full or partial loan forgiveness under specified conditions, e.g., for service in a specified career or for medical reasons.

NO SHOW STUDENT - A student who has been accepted for admission to the institution and has given an indication, e.g., fee deposit, that he intends to enroll but does not complete the registration procedure or attend any classes.

NON-CREDIT COURSES - Courses, seminars, workshops and other instructional activities or experiences offered by a higher education institution which may not be applied to meet requirements of the institution's formal degree/diploma/certificate program and do not meet fundable credit requirements.

NON-NEED-BASED FINANCIAL AID - Funds awarded in recognition of a student's special abilities, talents, interests or participation in certain programs without regard to financial need. (However, non-need-based awards, prizes, or other assistance may be used for or applied toward meeting or reducing a student's calculated financial need.) Scholarship and fellowship are frequently used terms for non-need based financial aid.

NORMAL STUDENT LOAD - To be used for determining Full-Time-Equivalent Students (FTE) only. The number of credit hours required in order to complete the student program divided by the number of regular academic terms normally required for the program. For calculating and reporting full-time-equivalent (FTE) students on HEGIS and ADHE surveys, the following student load conventions will be used.

USE ONLY FOR DETERMING FTE

LEVEL	Sem. Cr. Hr. in Sem. or Otr. Cr. Hr. in Qtr.*	Sem. Cr. Hr. in Qtr.*	Sem. or Qtr. Cr. Hr. in 8-Week Sum. Sess.	Short Term or Inter-Session
Lower Division; Upper Division	15	10	7.5	**
Master's, Intermediate; Doctoral	12	8	6	**
First Professional	***	***	***	***

*Includes ten-week summer session.
**Determined as 1.0 semester or quarter credit hour per week of short term or intersession.
***Institutionally determined on the basis of the requirements of the specific program.

OFFICE/CLERICAL - See MANPOWER RESOURCE CATEGORIES.

OFF-CAMPUS - Refers to credit courses offered anywhere other than in the facilities or on the grounds of a four-year institution (or Branch Campus), or to students or faculty engaged in such activities. Community college courses offered anywhere outside the district in which the community college is located are considered off-campus. Included are expenditures for newspaper and television credit courses. Excluded are those instructional activities which are an integral part of on-campus instructional programs but take students away from the campus for a special learning experience, e.g., clinical experiences in health programs, practicums in student teaching, field work and internships. See CAMPUS and ON-CAMPUS.

OFF-SCHEDULE - Refers to courses (and irregular academic terms) which are offered on a calendar which does not generally correspond with the calendar of the regular academic term.

ON-CAMPUS - Refers to courses taking place in the facilities or on the grounds of an institution, excluding community colleges, or to students or faculty engaged in such activities. Community College Courses offered inside the legal taxing district of the community college are considered on-campus. Excluded from on-campus are home study courses offered by means of radio, open circuit television, newspaper, correspondence. See CAMPUS and OFF-CAMPUS.

ON-SCHEDULE - Refers to courses offered on a schedule which generally corresponds with the regular academic term. At most institutions, the majority of courses are on-schedule. Included are evening courses which may not begin on the same date as day courses.

OUT-OF-STATE STUDENT - See GEOGRAPHIC ORIGIN and CURRENT LEGAL RESIDENCE.

PART-TIME STUDENT - See STUDENT COUNTS.

PREDOMINANT CALENDAR SYSTEM - The method by which the institution structures most of its courses for the calendar year. The following categories are typical:

1. QUARTER - The quarter calendar consists of three or four quarters with about 12 weeks for each quarter of instruction.

2. SEMESTER - The semester calendar consists of two semesters during the typical academic year with about 16 weeks for each semester of instruction.

   There may be an additional summer session.

3. TRIMESTER - The trimester calendar is composed of three terms with about 15 weeks for each term of instruction.

4. OTHER - Predominant calendar systems that are not defined by any of the above terms.

QUARTER - See PREDOMINANT CALENDAR SYSTEM.

READMITTED STUDENT - See ENROLLMENT STATUS.

REGULAR ACADEMIC TERM - Refers to the calendar periods established by an institution for the conduct of educational activities and which correspond to the basic periods of the institution's Predominant Calendar System, as defined above. E.g., in a semester calendar, the Regular Academic Terms are the fall semester, the winter or spring semester and the first and second summer term; in a quarter system, the Regular Academic Terms are the fall quarter, the winter quarter, the spring quarter, and in many institutions, the summer quarter.

REPORTING UNIT STRUCTURE - The type of organization that identifies the institution for reporting purposes.

1. Single-Campus Institution - A postsecondary education institution that conducts its programs at a single site, a campus. It may, however, offer courses at sites away from the campus. See CAMPUS.

2. Main Campus - Usually the location of the core, primary, or most comprehensive program (in institutions consisting of a main campus and one or more residence centers). Unless the institution wide or central administrative office for such institutions is reported to be at a different location, the main campus is also the location of the central administrative office.

3. Branch Campus - As designated by the State Board of Higher Education. For reporting purposes, a facility of a postsecondary education institution which is organized on a relatively permanent basis (that is, has a relatively permanent administration), that offers an organized program or programs of study of at least two years, (as opposed to courses) and is located in a community different from that of the main campus of the institution.

4. Campus in a Multi-Campus System - An administratively equal campus in a complex of two or more institutions, each separately organized or independently complete, under the control or supervision of a single administrative body.

5. Central Administration - The administrative body or component that supervises the various administratively equal campuses in a multi-campus system.

RESTRICTED FUNDS - Those monies that are given to an institution for a specified purpose by a particular funder and are restricted to use for that purpose.

REVENUE CATEGORIES - Standard categories that describe all unrestricted and restricted funds accepted during the reporting period. These categories are used in the Higher Education Finance Manual and in College and University Business Administration. The following categories will be used for financial reporting to ADHE:

1. TUITION AND FEES - All registration and other fees assessed against students including tuition and fee remissions or exemptions even though there is no intention of collecting from the student.

   a. REGISTRATION CHARGES - Fees collected from Students for instructional services (before any student fee transfers).

   b. REQUIRED FEES - Fees collected from students for certain items not covered by registration (before any student fee transfers).

2. GOVERNMENT APPROPRIATIONS - All appropriations (including scholarships and fellowships) received from or made available to the institution through acts of a legislative body, exclusive of governmental grants and contracts. These funds are for meeting current operating expenses and not for specific projects or programs.

3. GOVERNMENT GRANTS AND CONTRACTS - All revenue from governmental agencies that are received or made available for specific projects and programs.

4. PRIVATE GIFTS, GRANTS, AND CONTRACTS - Revenues from private donors for which no legal consideration is involved, but for which specific goods and services must be provided to the funder as stipulation for receipt of the funds.

5. ENDOWMENT INCOME - All income of endowment and similar funds and income from funds held in trust by others under irrevocable trusts.

6. SALES AND SERVICES - EDUCATIONAL ACTIVITIES - Includes revenues from sales and services of an activity that is incidental to the primary missions of the institution (instruction, research, public service.) Also included in this category are the revenues from activities that exist to provide an instructional or laboratory experience for students and that incidentally create goods or services that may be sold to students, faculty, staff, or the general public.

7. SALES AND SERVICES - AUXILIARY ENTERPRISES - Includes income derived directly from the operation of an auxiliary enterprise.

8. SALES AND SERVICES - HOSPITAL - Includes revenue derived directly from a hospital operated by the institution. Revenues from daily patient services, nursing services, and other professional services should also be included. Revenues of health clinics that are part of the hospital should be included in this subcategory. Student health services should not be included.

9. OTHER SOURCES - All items of revenue not covered elswhere. This category should include revenues resulting from interest income and gains (net of losses), and the sales and services of internal service departments to persons or agencies external to the institution.

SCHOLARSHIPS AND FELLOWSHIPS - Includes all assistance to students in the form of outright grants, trainee stipends, and prizes. See CURRENT FUND EXPENDITURE CATEGORIES. The individuals categories are defined as follows:

1. SCHOLARSHIPS - Outright grants in aid, trainee stipends, tuition and fees waivers, and prizes made to undergraduate students.

2. FELLOWSHIPS - Outright grants-in-aid, trainee stipends, tuition and fees waivers, and prizes made to graduate students. Excluded are funds for which services to the institution must be rendered (such as payments for teaching).

3. OTHER - Outright grants-in-aid, trainee stipends, and prizes made to students not included in the above categories.

SEMESTER - See PREDOMINANT CALENDER SYSTEM.

SEMESTER CREDIT HOUR - A unit of measure that represents one student engaged in an instructional activity for a semester for which one credit hour is granted upon successful completion of the activity. (Also see SEMESTER CREDIT HOUR EQUIVALENT.)

SEMESTER CREDIT HOUR EQUIVALENT - Unit of measure that represents the equivalent of one student engaged in an instructional activity for a semester for which one credit hour or fraction thereof may be granted upon completion of the activity. (See developmental course.)

SERVICE - See MANPOWER RESOURCE CATEGORIES.

SPECIALIST/SUPPORT - See MANPOWER RESOURCE CATEGORIES.

STANDARD DISCIPLINE NAME - The discipline division name that is provided in HEGIS to describe specific subject matter areas associate with the taxonomy code numbers. The first two digits of the four-digit code identify the discipline division.

STUDENT COUNTS (Enrollment Measures) - The recording or reporting of student data for internal and/or reporting purposes. The following two types of statistics are used:

Headcounts - A simple, unduplicated tally of all students by a characteristic, such as full-time/part-time, geographic origin, or age.

Student, full-time - a student who is enrolled for a number of credit hours at least equal to .75 times the applicable normal student load with the product rounded to the next larger whole number. Minimum numbers of credit hours required to be classified as Student, Full-Time are as follows:

USE ONLY FOR DETERMINING FULL-TIME STUDENT

Level	Sem. Cr. Hr. in Sem. or Qtr. Cr. Hr. in Qtr.*	Sem. Cr. Hr. in Qtr.*	Sem. or Qtr. Cr. Hr. in 8-Week Sum. Sess.	Short Term or Inter-Session
Lower Division; Upper Division	12	8	6	**
Master's; Intermediate; Doctoral	9	6	5	**
First Professional	***	***	***	***

*Includes ten-week summer session.

**Calculated as .75 times the Normal Student Load for the short-term or intersession (see NORMAL STUDENT LOAD) with the product rounded to the next larger whole number.

***Determined for each program as .75 times the Normal Student Load, with the product rounded to the next larger whole number.

Student, part-time - A student who is enrolled for a number of credit hours (or other units) which is less than that required for the student to be classified as Student, Full-Time.

Full-Time-Equivalent (FTE) - A constructed count (or measure) calculated by dividing the total number of credit hours generated at a given student level by the applicable normal student load. SEE NORMAL STUDENT LOAD.

STUDENT EMPLOYMENT/WORK STUDY ASSISTANCE - Monies given to students for rendering services to the institution.

STUDENT LEVEL - Refers to the proportion of total requirements a student has obtained, as of the census date, toward the completion of the degree/diploma or certificate program in which the student is enrolled. The following mutually exclusive student level categories will be used:

UNDERGRADUATE:

1. LOWER DIVISION - A student who a) is enrolled in a program(s), course(s) of study, or activity(ies) which leads to an associate degree (including three-year associate degree programs) or a bachelor's degree and has earned less that 60 semester credit hours; or b) is enrolled in an undergraduate occupational or vocational program(s) of three or fewer years' duration which results in formal recognition below the baccalaureate degree. (Typically, this individual would be classified as a freshman or a sophomore.) The following subdivisions may also be used:

   (a) FRESHMAN - A lower division student who has earned fewer than 30 semester credit hours.

   (b) SOPHOMORE - A lower division student who has earned at least 30 but less than 60 semester credit hours. (In institutions offering two-year or less programs, students who have earned 30 or more semester credit hours are classified as sophomores.)

2. UPPER DIVISION - A student who a) is not in an associate degree or occupational/vocational program(s), b) is enrolled in a bachelor's degree program, and c) has earned 60 semester credit hours. (Typically, this individual is classified as a junior or a senior.) This category includes a student in years three, four, or five of a five-year bachelor's degree program. The following subdivisions may also be used:

   a. JUNIOR - A student who has earned at least 60 but less than 90 semester credit hours.

   b. SENIOR - A student who has earned 90 or more semester credit hours.

3. UNCLASSIFIED PRE-BACCALAUREATE - A student who cannot be classified into on of the categories above because he or she is not enrolled in a program of study leading to a degree/diploma or certificate, even though taking courses with regular students. This category does <u>not</u>

include students who have been admitted to pursue a degree but have not yet declared a major. This category does include students who have received an earned baccalaureate degree, have not been accepted by the institution for graduate-level study, and are taking undergraduate-level courses, such as teachers taking courses for certification.

FIRST PROFESSIONAL - A student who is enrolled in a first professional degree program. (See DEGREE/DIPLOMA/CERTIFICATE for an inclusive list of FIRST PROFESSIONAL DEGREE PROGRAMS.) A student enrolled in an undergraduate pre-professional curriculum or a student in one of the first two years corresponding to the undergraduate freshman or sophomore year of an integrated graduate professional degree program(s) should be classified as a lower division and not as a first professional student.

GRADUATE:

1. MASTER'S - A student who has received an earned baccalaureate degree, has been accepted for graduate-level study, and:

   a. Who is enrolled in a master's degree program, or

   b. Who is enrolled in a doctoral program but has earned less that 30 semester credit hours in graduate course work.

2. SPECIALIST - A student who has received an earned baccalaureate degree and is enrolled in a specialist degree program.

3. DOCTORAL - A student who has received a master's or specialist degree, or has earned at least 30 semester credit hours in graduate course work, and who is enrolled in a doctoral degree program.

4. UNCLASSIFIED POST-BACCALAUREATE - A student who has been awarded an earned baccalaureate degree and who is eligible to enroll in credit courses at the graduate or other post-baccalaureate level but who cannot be classified into one of the categories above because he or she has not been accepted by the institution for graduate-level study.

STUDENT LOAD - The number of program, course-of-study, and/or activity units (e.g., courses, credits, imputed credits, contact hours, semester credits, semester credit equivalents, etc.) for which a student is enrolled at a particular point in time.

TAXONOMY CODE NUMBER - A four-digit numerical code for the discipline division and discipline specialty names in accordance with the standard coding system contained in the HEGIS and Handbook VI taxonomies of instructional programs.

TECHNICAL - See MANPOWER RESOURCE CATEGORIES.

TENURE STATUS - The institutional designation that serves to identify the status of an employee with respect to permanence of appointed position. The following categories will be used:

1. TENURED - Individuals who have been granted tenure.

2. NON-TENURED, ON TRACK - Individuals who are eligible for, but have not been granted, tenure.

3. NOT ELIGIBLE - Individuals who are not eligible for tenure.

TRANSFER STUDENT - See ENROLLMENT STATUS.

TRANSFERS - The movement of funds from one fund group to another fund group with no intention of repaying the donor fund group. For reporting purposes, there are two types of transfers:

1. A nonmandatory transfer is made at the discretion of the institution's governing board, between unrestricted funds and another fund group.

2. A mandatory transfer is made from unrestricted funds to fulfill a legal obligation of the institution in another fund group.

TRIMESTER - See PREDOMINANT CALENDAR SYSTEM.

UNCLASSIFIED - See STUDENT LEVEL.

UNDERGRADUATE - See STUDENT LEVEL.

UNMET FINANCIAL NEED - The amount determined by subtracting the amount of financial aid provided from the calculated amount of financial need.

UNRESTRICTED FUNDS - Those funds that may be used for any purpose deemed necessary by the institution's management. This category would also include all "designated funds" (unrestricted funds that may be used only for those purposes designated by the institution's governing board.)

WHITE, NON-HISPANIC - See ETHNIC STATUS.

WITHDRAWAL STUDENT - A student who has completed the registration procedure and has paid fees (or made an acceptable arrangement for the payment of fees) and has attended classes in which he or she was enrolled but who subsequently withdraws his or her registration and receives a refund or forgiveness of a portion, but not all, of the fees he or she was assessed.

STATE OF ARKANSAS

ARKANSAS DEPARTMENT OF HIGHER EDUCATION

RESIDENCY REGULATIONS

PUBLIC COLLEGES AND UNIVERSITIES

The purpose of these recommendations is to enable the administrative officers of the Arkansas state-supported colleges and universities to make comparable decisions in classifying students as "in-state" or "out-of-state" and so as to accord fairness and equity to the students and at the same time to protect the interests of Arkansas higher educational institutions, and that of Arkansas taxpayers, from unfounded claims advanced for the purpose of evading payment of proper charges for educational services.

No student shall be admitted to a state-supported college or university in Arkansas and be classified as an "in-state" student for student fee purposes unless he or she is a bona fide domiciliary of Arkansas and has resided in this state in that status for at least six consecutive months prior to the beginning of the term or semester for which the fees are to be paid.

An out-of-state student enrolled for a full, or substantially full, program of courses or credits at an educational institution is considered to be in Arkansas primarily for the purpose of attending school and not for the purpose of establishing in good faith a true, fixed and permanent home constituting an Arkansas domicile. Continued presence in Arkansas during vacation periods or during a period or periods when not enrolled in an educational institution, where any one such period does not extend for at least 6 continuous months, shall not justify reclassification to an in-state student status.

Initial classification as an out-of-state student shall not prejudice the right of that student to be reclassified thereafter for following semesters or terms of enrollment as an in-state student, provided he or she has actually acquired a bona fide Arkansas domicile and has resided in Arkansas thereafter for six continuous months duration as such domiciliary prior to his or her reclassification by a college or university. In similar manner, an in-state student shall be reclassified for future semesters and terms where his or her domicile is moved to some other state. For Arkansas college and university purposes, a local domicile, together with residing here as such for six continuous months or more, is acquired through Arkansas coming to be one's home and his residence as distinguished from a temporary sojourn in Arkansas as a student, and involves the probability of remaining in Arkansas beyond graduation. The single fact of presence in Arkansas for at least 6 continuous months of attendance as a student enrolled in an Arkansas state-supported college or university or in any other colleges or universities in Arkansas, neither constitutes nor necessarily precludes the acquisition of a basis for reclassification, but

is a factor to be considered.

The responsibility for registering under a proper classification for this purpose is placed upon the student, and it is the duty of each student at each time of registration, if there be any question of his or her proper classification or reclassification for fee purposes, to raise the question of his or her status with the Registrar's Office in order to have such question settled by the registrar. Any classification initially on enrolling and re-enrolling in a college or university, or any reclassification, made or concurred in by the registrar may be appealed for review and determination to the designated administrative person who, in his discretion, shall conduct informal hearings, receive evidence, and make an investigation as may be appropriate so that he may render a decision with notice thereof to the affected student. Written notice of such appeals procedure shall be provided to each student raising the question of his or her status with the registrar.

A student from outside of Arkansas shall have the burden of establishing by proof any claim that he or she is entitled to be treated as an in-state student for fee purposes, and evidence to that effect must be presented in writing, verified under oath by the student. Mere self-serving claims of local domicile and duration of stay are of little weight. A student who knowingly gives erroneous information in an attempt to evade payment of out-of-state fees shall be subject to dismissal from a college or university.

In determining proper classification and reclassification of students for fee purposes, the following rules and definitions shall be used for guidance.

1. "Domicile", in order to constitute one an "in-state" student, means that Arkansas is the legal home and place of permanent living of such student for all purposes, and that the intention to make one's permanent home here has been manifested objectively by good faith acts, and that mere physical presence here is alone insufficient. In this sense, domicile is the equivalent of a <u>legal</u> residence. The rule requires that a domiciliary of Arkansas be <u>also</u> physically present in such domiciliary status in Arkansas for a least six continuous months prior to recognition of that status for fee purposes.

2. For purposes where the student's status is dependent upon the domicile and place of residing of his or her parent or parents, the definition in (1) above shall govern the determination of domicile of the parents. Neither the mere fact of presence in Arkansas with his or her children while the latter are attending a college or university of some other educational institution or institutions in Arkansas, nor the mere ownership of property located in Arkansas is sufficient proof of such local domicile and place of residing, but are to be considered together with all pertinent circumstances.

3. The domicle and legal residence of a minor student is the same as:

   a. That of the parents or surviving parent; or

   b. That of the parent to whom custody of the minor has been awarded by a divorce or other judicial decree; or

c. That of the parent with whom the minor in fact makes his home, if there has been a separation of parents without a judicial award of custody; or

d. That of an adoptive parent, where there has been a legal adotion, even though the natural parents or parent be living; or

e. That of a "natural" guardian, such as grandparent or other close relative with whom the minor in fact makes his home, where the parents are dead or have abandoned the minor.

4. Appointment of a guardian in a state outside of Arkansas will attribute the domicile of the minor student to that of his or her out-of-state guardian. Establishment of guardianship or adoption for the purpose of evading fees will not be recognized.

5. A minor emancipated by the law of his domicile or on reaching the legal age of majority has the power which any adult has to acquire a different domicile and a different place of residing; however, his prior dimicile of origin continues until he clearly establishes a new one. Marriage constitutes emancipation of minors, both male and female.

Act 892 of 1975 states:

All persons of the age of eighteen (18) years shall be considered to have reached the age of majority and be of full age for all purposes, and until the age of eighteen (18) is attained, they shall be considered minors. Any law of the State of Arkansas which presently requires a person to be of a minimum age of twenty-one (21) years to enjoy any privilege or right, or to do any act, or to participate in any event, election or other activity, shall be deemed to require that person to be of a minimum age of eighteen years; except that this Act shall not repeal, amend or otherwise affect any existing laws concerning or in any way relating to beer, wines, spiritous, vinous, or malt liquors, or other alcoholic beverages, and the sale thereof to persons under twenty-one (21) years of age.

6. For either an adult or an emancipated minor to acquire a domicile in this state he must have permanently left his parental home, must have established a legal home (domicile) of permanent character in school here, and resided here for six continuous months as an Arkansas domiciliary, and must have no present definite intent of removing therefrom as of a time certain.

7. Determination of local domicile shall be based on a review of all pertinent factors and circumstances which collectively may reasonably be deemed to objectively manifest a state of mind regarding domicile.

8. Students living in the states bordering Arkansas who receive mail at an Arkansas post office are not domiciliaries of Arkansas.

9. If a member of the Armed Forces is stationed in the State of Arkansas pursuant to military orders, he or she and his or her unemancipated dependents, shall be entitled to classification as in-state for fee paying purposes.

INSTRUCTIONS AND DEFINITIONS FOR
ADHE - 01-0
ACADEMIC CALENDAR

DEFINITIONS

PREDOMINANT CALENDAR SYSTEM - The method by which the institution structures most of its courses for the calendar year. The following categories are typical:

1. QUARTER - The quarter calendar consists of three or four quarters with about 12 weeks for each quarter of instruction.

2. SEMESTER - The semester calendar consists of two semesters during the typical academic year with about 16 weeks for each semester of instruction.

   There may be an additional summer session.

3. TRIMESTER - The trimester calendar is composed of three terms with about 15 weeks for each term of instruction.

4. OTHER - Predominant calendar systems that are not defined by any of the above terms.

REGULAR ACADEMIC TERM - Refers to the calendar periods established by an institution for the conduct of educational activities and which correspond to the basic periods of the institution's Predominant Calendar System, as defined above. E.g., in a semester calendar, the Regular Academic Terms are the fall semester, the winter or spring semester and the first and second summer term; in a quarter system, the Regular Academic Terms are the fall quarter, the winter quarter, the spring quarter, and in many institutions, the summer quarter.

REPORTING UNIT STRUCTURE - The type of organization that identifies the institution for reporting purposes.

1. Single-Campus Institution - A postsecondary education institution that conducts its programs at a single site, a campus. It may, however, offer courses at sites away from the campus. See CAMPUS.

2. Main Campus - Usually the location of the core, primary, or most comprehensive program (in institutions consisting of a main campus and one or more residence centers). Unless the institution wide or central administrative office for such institutions is reported to be at a different location, the main campus is also the location of the central administrative office.

3. Branch Campus - As designated by the State Board of Higher Education. For reporting purposes, a facility of a postsecondary education institution which is organized on a relatively permanent basis (that is, has a relatively permanent administration), that offers an organized program or programs of study of at least two years, (as opposed to courses) and is located in a community different from that of the main campus of the institution.

4. Campus in a Multi-Campus System - An administratively equal campus in a complex of two or more institutions, each separately organized or independently complete, under the control or supervision of a single administrative body.

5. Central Administration - The administrative body or component that supervises the various administratively equal campuses in a multi-campus system.

INSTRUCTIONS

1. Indicate in I.A. the predominant calendar system on which the institution will operate for the coming academic year; check only one box.

2. Complete I.B. by listing each regular academic term, (e.g. fall term, winter/spring term/first and second summer term), and by providing the date classes begin and end for each regular academic term listed.

3. If one or more units of the institution operates on a different calendar system, identify the calendar system on which each operates and list the unit in II.A.

4. Complete II.B. by listing each regular academic term, (e.g. fall term), and by providing the date classes begin and end for each term described.

5. If there is a third calendar system in use at the institution, provide an additional ADHE Form 01-0 with Section II.A. and B completed.

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE-01-O
ACADEMIC CALENDAR
(See Instructions)

FICE CODE _ _ _ _ _ _

COMPLETED BY _____

INSTITUTION _____

DATE COMPLETED _____

ACADEMIC YEAR _____

TELEPHONE NO. _____

I. Predominant Calendar System

A. Check System in Use:

___Semester ___Quarter ___Trimester Other (Identify) _____

B. List Dates of Each Regular Academic Term Comprising the Predominant System:

Term Sequence	Description of Term	Date Classes Begin Mo/Da/Yr	Date Classes End Mo/Da/Yr
1st Term			
2nd Term			
3rd Term			
4th Term			
5th Term			
6th Term			

II. Other Calendar System (Identify) _____

A. List Units Which Utilize This Other System:

1. _____ 2. _____

3. _____ 4. _____

B. List Dates of Each Term Comprising this Other System:

Term Sequence	Description of Term	Date Classes Begin Mo/Da/Yr	Date Classes End Mo/Da/Yr
1st Term			
2nd Term			
3rd Term			
4th Term			
5th Term			

INSTRUCTIONS AND DEFINITIONS FOR ADHE - 02-0, 02-1, AND 02-2 TOTAL UNDERGRADUATE ENROLLMENT ON- AND OFF-CAMPUS BY STUDENT LEVEL

DEFINITIONS

CANCELLED REGISTRATION STUDENT - A student who has completed the registration procedure and has paid fees in full (or has made acceptable arrangements for the payment of fees) but whose registration is subsequently cancelled and fees refunded or forgiven in full.

CENSUS DATE - The end of the eleventh day of classes in a regular term and the end of the fifth day during each summer term.

COURSE AUDITOR - When referring to students or courses, an auditor is a person who is officially registered in a credit-bearing course but who will not be receiving semester credits for participation in the course. An auditor may pay a special fee for the privilege of auditing rather than the regular per- credit-hour fee as charged to credit-seeking students.

CREDIT COURSES - Courses for which upon successful completion enrolled students are given credit that can be applied to meet the requirements for a degree, certificate, or similar academic award at the granting institution or can be transferred (and a reasonable expectation of transfer exists) to meet requirements for a degree or certificate at another Arkansas institution. (See Fundable Credit.)

CURRENT LEGAL RESIDENCE - A student's present legal residence as determined in accordance with the Residency Policy of the State Board of Higher Education and used as the basis for institutional fee assessment policies. (See current policy at end of Glossary.) The following mutually exclusive categories will be used:

1. IN-DISTRICT - Having legal residence within the boundaries of the designated district in which the reporting institution is located. This applies only to state community colleges.

2. IN-STATE - Having legal residence within the boundaries of the state in which the reporting institution is located. (NOTE: If the category, IN-DISTRICT, is used, then IN-STATE excludes persons classified as IN-DISTRICT. Out-of-district persons would be reported as either IN-STATE (OUT-OF-DISTRICT), OUT-OF-STATE, or FOREIGN, as appropriate.)

3. OUT-OF-STATE - Having legal residence in one of the United States (or its possessions) but outside the state in which the reporting institution is located.

DEFINITIONS (CONTINUED)
Column 2

4. FOREIGN - Having legal residence in a foreign country.

DEGREE/DIPLOMA/CERTIFICATE - An award or title conferred upon an individual for the completion of a program or courses of study. Additionally, an honorary degree/diploma/certificate may be awarded to an individual in recognition of his or her public service and/or distinguished career-related endeavors. The following category will be used:

FIRST PROFESSIONAL DEGREE - The first earned degree in a professional field. The following degrees in specific professional programs are included:

a. Chiropractic (DCM or DC)
b. Dentistry (DDS or DMD)
c. Law, General (LLB or JD)
d. Medicine (MD)
e. Optometry (OD)
f. Osteopathic Medicine (DO)
g. Pharmacy (D Phar)
h. Podiatry (Pod D, DP, or PM)
i. Theological Professions, General (BD, M Div, Rabbi)
j. Veterinary Medicine (DVM)

DONATED COURSES - Courses of one higher education institution which are available to the students of another institution at no cost to the student or the institution in which the student is enrolled.

DEVELOPMENTAL COURSES - Courses which prepare students to enroll for credit courses that can be applied to meet the requirements for a degree, certificate, or similar academic award at an Arkansas institution of higher education. Developmental courses may result in semester credit hour equivalents. (See semester credit hour equivalent and fundable credit.)

ENROLLMENT - A student who is counted on a headcount basis as registered on the final census date for the reporting term (e.g., fall, winter/spring).

DEFINITIONS (CONTINUED
Column 3

ENROLLMENT STATUS - A student's current attendance status in a post-secondary education institution. The following mutually exclusive categories will be used:

1. FIRST-TIME-ENTERING UNDERGRADUATE STUDENT - A student entering any college for the first time ever. For reporting purposes, this category includes students enrolled in the fall term who entered college for the first time in the prior summer term and students who entered with advanced standing and may actually be classified beyond the freshman level at entry. A student will be reported in this category only once. This term should not be confused with First-Time-Entering Undergraduate Transfer Student.

2. OTHER FIRST YEAR STUDENTS - Students who entered college prior to the fall reporting period and who are not classified as sophomores or as first-time-entering undergraduate students.

3. ENTERING UNDERGRADUATE TRANSFER STUDENT - An undergraduate student entering the institution for the first time with academic credit attempted or earned at another institution (whether or not the credit is accepted by the institution to which the student transfers). For reporting purposes, this category includes students enrolled in the fall term, who first enrolled as transfer students in the prior summer term.

4. FIRST-TIME-ENTERING GRADUATE STUDENT - A student who has been awarded an earned baccalaureate or first professional degree and who is entering any institution classified as a graduate level student for the first time. "Graduate Student" includes students enrolled at any level of graduate study - Master's, Specialist, or Doctoral (See STUDENT LEVEL). For reporting purposes, this category includes students enrolled in the fall term who enrolled as graduate students for the first time in the prior summer term. The student may have been enrolled previously as an undergraduate or first professional student at the reporting institution.

5. FIRST-TIME-ENTERING FIRST PROFESSIONAL STUDENT - A student entering any institution classified for the first time as a first professional student (See STUDENT LEVEL). The student may have been enrolled as an undergraduate or graduate student at the reporting institution. . For reporting purposes, this category includes students enrolled in the fall term who enrolled as first professional students for the first time in the prior summer term.

DEFINITIONS (CONTINUED)
Column 4

6. CONTINUING STUDENT - A student previously enrolled at the same general student level (i.e., undergraduate, first professional, graduate) during the previous regular academic term at the reporting institution. Disregard summer session and other special sessions not considered to be part of the academic year.

7. READMITTED STUDENT - A student previously enrolled at the same general student level at the institution but not enrolled during the regular academic term immediately preceding the current term. Disregard summer session and other special sessions not considered to be part of the academic year.

FIRST-TIME-ENTERING - Refers to a student's initial enrollment at an institution at a given general student level. See ENROLLMENT STATUS.

FUNDABLE CREDIT - Those courses recognized for funding in the ADHE funding process. This includes on-campus credit, developmental courses resulting in credit or credit equivalency, and fundable high school enrollment as defined herin.

HIGH SCHOOL ENROLLMENT - Students who are enrolled simultaneously in a high school and an institution of higher education but have not yet graduated from high school. Fundable Credit for High School Student Enrollment:

1. Those credits in which high school students are enrolled as a part of a recognized college/high school cooperative vocational program.

2. Those on-campus credits for which high school students pay their own fees and enroll for higher education vocational or nonvocational credit in addition to their normal high school program. (Fees paid by the public school district, subdivision thereof, or any entity directly related thereto, will not meet the requirement of this definition).

NO SHOW STUDENT - A student who has been accepted for admission to the institution and has given an indication, e.g., fee deposit, that he intends to enroll but does not complete the registration procedure or attend any classes.

NORMAL STUDENT LOAD - To be used for determining Full-Time-Equivalent Students (FTE) only. The number of credit hours required in order to complete the student program divided by the number of regular academic terms normally required for the program. For calculating and reporting full-time-equivalent (FTE) students on HEGIS and ADHE surveys, the following student load conventions will be used.

DEFINITIONS (CONTINUED)
Column 5

USE ONLY FOR DETERMINING FTE

LEVEL	Sem. Cr. Hr. in Sem. or Qtr. Cr. Hr. in Qtr.*	Sem. Cr. Hr. in Qtr.*	Sem. or Qtr. Cr. Hr. in 8-Week Sum. Sess.	Short Term or Inter-Session
Lower Division; Upper Division	15	10	7.5	**
Master's, Intermediate; Doctoral	12	8	6	**
First Professional	***	***	***	***

*Includes ten-week summer session.
**Determined as 1.0 semester or quarter credit hour per week of short term or intersession.
***Institutionally determined on the basis of the requirements of the specific program.

OFF-CAMPUS - Refers to credit courses offered anywhere other than in the facilities or on the grounds of a four-year institution (or Branch Campus), or to students or faculty engaged in such activities. Community college courses offered anywhere outside the district in which the community college is located are considered off-campus. Included are expenditures for newspaper and television credit courses. Excluded are those instructional activities which are an integral part of on-campus instructional programs but take students away from the campus for a special learning experience, e.g., clinical experiences in health programs, practicums in student teaching, field work and internships. See CAMPUS and ON-CAMPUS.

OFF-SCHEDULE - Refers to courses (and irregular academic terms) which are offered on a calendar which does not generally correspond with the calendar of the regular academic term.

ON-CAMPUS - Refers to courses taking place in the facilities or on the grounds of an institution, excluding community colleges, or to students or faculty engaged in such activities. Community College Courses offered inside the legal taxing district of the community college are considered on-campus. Excluded from on-campus are home study courses offered by means of radio, open circuit television, newspaper, correspondence. See CAMPUS and OFF-CAMPUS.

ON-SCHEDULE - Refers to courses offered on a schedule which generally corresponds with the regular academic term. At most institutions, the majority of courses are on-schedule. Included are evening courses which may not begin on the same date as day courses.

PREDOMINANT CALENDAR SYSTEM - The method by which the institution structures most of its courses for the calendar year. The following categories are typical:

1. QUARTER - The quarter calendar consists of three or four quarters with about 12 weeks for each quarter of instruction.

DEFINITIONS (CONTINUED)
Column 6

2. SEMESTER - The semester calendar consists of two semesters during the typical academic year with about 16 weeks for each semester of instruction.

   There may be an additional summer session.

3. TRIMESTER - The trimester calendar is composed of three terms with about 15 weeks for each term of instruction.

4. OTHER - Predominant calendar systems that are not defined by any of the above terms.

REGULAR ACADEMIC TERM - Refers to the calendar periods established by an institution for the conduct of educational activities and which correspond to the basic periods of the institution's Predominant Calendar System, as defined above. E.g., in a semester calendar, the Regular Academic Terms are the fall semester, the winter or spring semester and the first and second summer term; in a quarter system, the Regular Academic Terms are the fall quarter, the winter quarter, the spring quarter, and in many institutions, the summer quarter.

REPORTING UNIT STRUCTURE - The type of organization that identifies the institution for reporting purposes.

1. Single-Campus Institution - A postsecondary education institution that conducts its programs at a single site, a campus. It may, however, offer courses at sites away from the campus. See CAMPUS.

2. Main Campus - Usually the location of the core, primary, or most comprehensive program (in institutions consisting of a main campus and one or more residence centers). Unless the institution wide or central administrative office for such institutions is reported to be at a different location, the main campus is also the location of the central administrative office.

3. Branch Campus - As designated by the State Board of Higher Education. For reporting purposes, a facility of a postsecondary education institution which is organized on a relatively permanent basis (that is, has a relatively permanent administration), that offers an organized program or programs of study of at least two years, (as opposed to courses) and is located in a community different from that of the main campus of the institution.

4. Campus in a Multi-Campus System - An administratively equal campus in a complex of two or more institutions, each separately organized or independently complete, under the control or supervision of a single administrative body.

DEFINITIONS (CONTINUED
Column 7

5. Central Administration - The administrative body or component that supervises the various administratively equal campuses in a multi-campus system.

STUDENT COUNTS (Enrollment Measures) - The recording or reporting of student data for internal and/or reporting purposes. The following two types of statistics are used:

Headcounts - A simple, unduplicated tally of all students by a characteristic, such as full-time/part-time, geographic origin, or age.

Student, full-time - a student who is enrolled for a number of credit hours at least equal to .75 times the applicable normal student load with the product rounded to the next larger whole number. Minimum numbers of credit hours required to be classified as Student, Full-Time are as follows:

USE ONLY FOR DETERMINING FULL-TIME STUDENT

Level	Sem. Cr. Hr. in Sem. or Qtr. Cr. Hr. in Qtr.*	Sem. Cr. Hr. in Qtr.*	Sem. or Qtr. Cr. Hr. in 8-Week Sum. Sess.	Short Term or Inter-Session
Lower Division; Upper Division	12	8	6	**
Master's; Intermediate; Doctoral	9	6	5	**
First Professional	***	***	***	***

*Includes ten-week summer session.
**Calculated as .75 times the Normal Student Load for the short-term or intersession (see NORMAL STUDENT LOAD) with the product rounded to the next larger whole number.
***Determined for each program as .75 times the Normal Student Load, with the product rounded to the next larger whole number.

Student, part-time - A student who is enrolled for a number of credit hours (or other units) which is less than that required for the student to be classified as Student, Full-Time.

Full-Time-Equivalent (FTE) - A constructed count (or measure) calculated by dividing the total number of credit hours generated at a given student level by the applicable normal student load. SEE NORMAL STUDENT LOAD.

STUDENT LEVEL - Refers to the proportion of total requirements a student has obtained, as of the census date, toward the completion of the degree/diploma or certificate program in which the student is enrolled. The following mutually exclusive student level categories will be used:

DEFINITIONS (CONTINUED)
Column 8

UNDERGRADUATE:

1. LOWER DIVISION - A student who a) is enrolled in a program(s), course(s) of study, or activity(ies) which leads to an associate degree (including three-year associate degree programs) or a bachelor's degree and has earned less that 60 semester credit hours; or b) is enrolled in an undergraduate occupational or vocational program(s) of three or fewer years' duration which results in formal recognition below the baccalaureate degree. (Typically, this individual would be classified as a freshman or a sophomore.) The following subdivisions may also be used:

   (a) FRESHMAN - A lower division student who has earned fewer than 30 semester credit hours.

   (b) SOPHOMORE - A lower division student who has earned at least 30 but less than 60 semester credit hours. (In institutions offering two-year or less programs, students who have earned 30 or more semester credit hours are classified as sophomores.)

2. UPPER DIVISION - A student who a) is not in an associate degree or occupational/vocational program(s), b) is enrolled in a bachelor's degree program, and c) has earned 60 semester credit hours. (Typically, this individual is classified as a junior or a senior.) This category includes a student in years three, four, or five of a five- year bachelor's degree program. The following subdivisions may also be used:

   a. JUNIOR - A student who has earned at least 60 but less than 90 semester credit hours.

   b. SENIOR - A student who has earned 90 or more semester credit hours.

3. UNCLASSIFIED PRE-BACCALAUREATE - A student who cannot be classified into on of the categories above because he or she is not enrolled in a program of study leading to a degree/diploma or certificate, even though taking courses with regular students. This category does <u>not</u> include students who have been admitted to pursue a degree but have not yet declared a major. This category <u>does</u> include students who have received an earned <u>baccalaureate</u> degree, have <u>not</u> been accepted by the institution for graduate-level study, <u>and</u> are taking undergraduate-level courses, such as teachers taking courses for certification.

DEFINITIONS (CONTINUED)
Column 9

FIRST PROFESSIONAL - A student who is enrolled in a first professional degree program. (See DEGREE/DIPLOMA/CERTIFICATE for an inclusive list of FIRST PROFESSIONAL DEGREE PROGRAMS.) A student enrolled in an undergraduate pre-professional curriculum or a student in one of the first two years corresponding to the undergraduate freshman or sophomore year of an integrated graduate professional degree program(s) should be classified as a lower division and not as a first professional student.

GRADUATE:

1. MASTER'S - A student who has received an earned baccalaureate degree, has been accepted for graduate-level study, and:

   a. Who is enrolled in a master's degree program, or

   b. Who is enrolled in a doctoral program but has earned less that 30 semester credit hours in graduate course work.

2. SPECIALIST - A student who has received an earned baccalaureate degree and is enrolled in a specialist degree program.

3. DOCTORAL - A student who has received a master's or specialist degree, or has earned at least 30 semester credit hours in graduate course work, and who is enrolled in a doctoral degree program.

4. UNCLASSIFIED POST-BACCALAUREATE - A student who has been awarded an earned baccalaureate degree and who is eligible to enroll in credit courses at the graduate or other post-baccalaureate level but who cannot be classified into one of the categories above because he or she has not been accepted by the institution for graduate-level study.

STUDENT LOAD - The number of program, course-of-study, and/or activity units (e.g., courses, credits, imputed credits, contact hours, semester credits, semester credit equivalents, etc.) for which a student is enrolled at a particular point in time.

WITHDRAWAL STUDENT - A student who has completed the registration procedure and has paid fees (or made an acceptable arrangement for the payment of fees) and has attended classes in which he or she was enrolled but who subsequently withdraws his or her registration and receives a refund or forgiveness of a portion, but not all, of the fees he or she was assessed.

INSTRUCTIONS

Credit offered via television, newspaper, correspondence, credit by examination, credit for life experience or prior learning, nonfundable high school enrollment credit and course auditors will be excluded from ADHE Forms 02-0, 02-1, 02-2, 02-3, 02-4, 15-1, 15-2, 15-3, and 15-4. These will be reported on Form 04-0.

FOR STATE SUPPORTED INSTITUTIONS ADHE 02-0, LINE 17, COLUMN B SHOULD EQUAL THE TOTAL STUDENT SEMESTER CREDIT HOURS PRODUCED IN THE 15 SERIES.

FOR FOUR-YEAR INSTITUTIONS ADHE 02-0, LINE 01, COLUMN A SHOULD EQUAL PART A, LINE 13, COLUMN C OF ADHE 06-0.

1. All institutions should submit ADHE 02-0 and 02-1 for the <u>fall term only</u>. Institutions with graduate instructions should also submit ADHE 02-2 for the fall term only. Each form reports the students enrolled in credit courses as of the census date for the fall term.

2. Submit ADHE 02-0 for on-schedule enrollments only.

3. Students will be roported as on-campus or off-campus on the basis of the location of the courses in which the student is enrolled. The students headcount will be reported as on-campus only. However, credit hours taken by that same student at an off-campus location will be reported in the off-campus credit hours column. A student's total credit hour load, as of the census date, from all locations will be the basis for classifying the student as full-time or part-time.

4. Credit hours should be reported as <u>whole numbers</u> on each form. Round all fractions before completing each form. Report WHOLE numbers <u>only</u>, rounding in accordance with standard mathematical conventions.

5. <u>State Community College Enrollments</u>. State community colleges should report only enrollments in courses which are eligible for reporting to ADHE according to the guidelines and policies adopted by the State Board. Report out-of-district off-campus headcount enrollments in Column C and out-of-district off-campus credit hours in Column D.

6. <u>Joint Program Enrollments</u>. Students <u>known</u> to be enrolled in a single degree (or certificate) program offered jointly by more than one institution will be classified as full-time or part-time according to the student's total credit hour load. The credit hours reported on ADHE Form 02-0 for such a student will be the total credit hour load of that student from all enrollments in that term.

7. <u>Dual College Enrollment</u>. Students <u>known</u> to be enrolled in courses offered by more than one institution will be reported by the institution which will award the degree (or certificate) and the students' total credit hour load for that term will be reported on ADHE Form 02-0 by the degree-granting institutions.

INSTRUCTIONS (CONTINUED)
Column 2

8. Nonfundable High School Enrollments and Course-Auditors. Nonfundable high school enrollments and course auditors will not be reported on ADHE Form 02-0 in either headcount or credit hour measures. Credit hours for these students will be reported on ADHE Form 04-0.

9. Cancelled Registration Students, Withdrawal Students and No Show Students should be excluded from this report. Students enrolled in Donated Courses should be excluded.

10. Credit Hours. On ADHE Form 02-0, the credit hours reported will be the type awarded by the institution, i.e., either semester hours or quarter hours; no conversion from quarter hours to semester hours is required.

11. Enter LINE 1, COLUMN A, headcount (full-time plus part-time) first-time-entering undergraduates, enrolled in on-campus credit courses, and in COLUMN B, the total credit hours for which these students were enrolled for the term reported.

12. In COLUMN C enter the number of first-time-entering undergraduate students enrolled in courses offered at off-campus locations and in COLUMN B, the total credit hours for which these students were enrolled for the term reported.

13. In COLUMN E enter the total headcount number of first-time-entering undergraduate students at all locations, and in COLUMN F, the total credit hours for which those students were enrolled.

14. Report enrollment in the other undergraduate categories in a similar manner. For "other lower division" students, subtract the number reported on LINE 1 from total lower division enrollment at the institution and enter that number on LINE 2.

15. These instructions should be followed for reporting upper division and unclassified pre-baccalaureate students.

16. Enter on LINE 5 the sum of LINES 1 through 4, for each column.

17. Follow these instructions for reporting graduate and first professional students on LINES 6 through 16. Enter on LINE 17, the sum of LINES 5, 10 and 16 for each COLUMN. LINE 17, COLUMN E, should be the grand total of LINES 5, 10 and 16.

INSTRUCTIONS (CONTINUED)
Column 3

ADHE Form 02-1.

18. Submit ADHE Form 02-1 for the fall term only to report enrollment in on-schedule courses.

19. Complete ADHE Form 02-1 by following the same instructions for reporting undergraduate enrollment on ADHE Form 02-0 but with the additional disaggregation of headcount enrollment into full-time and part-time students.

20. Enter on LINE 13 the sum of LINES 3, 6, 9, and 12.

21. Enter on LINE 14 total full-time undergraduate enrollment as reported on LINES 1, 4, 7, and 10.

22. Enter on LINE 15 total part-time undergraduate enrollment as reported on LINES 2, 5, 8, and 11.

ADHE Form 02-2

23. Institutions with graduated level enrollment should submit ADHE Form 02-2 for the fall term only to report enrollment in on-schedule courses.

24. Complete ADHE Form 02-2 by following the same instructions for reporting graduate enrollment on ADHE Form 02-0 but with the additional disaggregation of headcount enrollment into full-time and part-time students.

ARKANSAS
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ADHE - 02-0
TOTAL ENROLLMENT ON- AND OFF-CAMPUS BY STUDENT LEVEL
(See Instructions)

FICE CODE _ _ _ _ _ _ _

COMPLETED BY_____

INSTITUTION_____

DATE COMPLETED_____

TERM AND YEAR_____

TELEPHONE NO_____

CHECK APPLICABLE BOX

☐ On-Schedule (01) ☐ Off-Schedule (02)

Student Level	On-Campus		Off-Campus		Total	
	Head Count (A)	Credit Hours (B)	Head Count (C)	Credit Hours (D)	Head Count (E)	Credit Hours (F)
UNDERGRADUATE First-Time Entering (01)						
Other Lower Division (02)						
Upper Division (03)						
Unclassified Pre-Baccalaureate (04)						
Total Undergraduate (05)						
GRADUATE Master's Level (06)						
Specialist Level (07)						
Doctoral Level (08)						
Unclassified Post-Baccalaureate (09)						
Total Graduate (10)						
FIRST PROFESSIONAL (List Each Program) 1. (11)						
2. (12)						
3. (13)						
4. (14)						
5. (15)						
Total First Professional (16)						
GRAND TOTALS (17)						

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ADHE-02-1

UNDERGRADUATE ENROLLMENT ON- AND OFF-CAMPUS BY STUDENT LEVEL

(See Instructions)

FICE CODE _ _ _ _ _ _ COMPLETED BY _____

INSTITUTION _____ DATE COMPLETED _____

TERM AND YEAR _____ TELEPHONE NO. _____

STUDENT LEVEL AND LOAD		ON-CAMPUS		OFF-CAMPUS		TOTAL	
		HEAD-COUNT (A)	CREDIT HOURS (B)	HEAD-COUNT (C)	CREDIT HOURS (D)	HEAD-COUNT (E)	CREDIT HOURS (F)
FIRST-TIME-ENTERING	FULL-TIME (01)						
	PART-TIME (02)						
	TOTAL (03)						
OTHER LOWER DIVISION	FULL-TIME (04)						
	PART-TIME (05)						
	TOTAL (06)						
UPPER DIVISION	FULL-TIME (07)						
	PART-TIME (08)						
	TOTAL (09)						
UNCLASSIFIED PREBAC-CALAUREATE	FULL-TIME (10)						
	PART-TIME (11)						
	TOTAL (12)						
TOTAL UNDERGRADUATE (13)							
TOTAL FULL-TIME (14)							
TOTAL PART-TIME (15)							

ARKANSAS
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ADHE-02-2

GRADUATE ENROLLMENT ON- AND OFF-CAMPUS BY STUDENT LEVEL

(See Instructions)

FICE CODE _ _ _ _ _ _

COMPLETED BY _____

INSTITUTION _____

DATE COMPLETED _____

TERM AND YEAR _____

TELEPHONE NO. _____

STUDENT LEVEL AND LOAD		ON-CAMPUS		OFF-CAMPUS		TOTAL	
		HEAD-COUNT (A)	CREDIT HOURS (B)	HEAD-COUNT (C)	CREDIT HOURS (D)	HEAD-COUNT (E)	CREDIT HOURS (F)
MASTER'S LEVEL	FULL-TIME (01)						
	PART-TIME (02)						
	TOTAL (03)						
SPECIALIST LEVEL	FULL-TIME (04)						
	PART-TIME (05)						
	TOTAL (06)						
DOCTORAL LEVEL	FULL-TIME (07)						
	PART-TIME (08)						
	TOTAL (09)						
UNCLASSIFIED POST BACCALAUREATE	FULL-TIME (10)						
	PART-TIME (11)						
	TOTAL (12)						
TOTAL GRADUATE (13)							
TOTAL FULL-TIME (14)							
TOTAL PART-TIME (15)							

INSTRUCTIONS AND DEFINITIONS FOR
ADHE - 02-3
UNDERGRADUATE AND GRADUATE ENROLLMENT
BY CURRENT LEGAL RESIDENCE

DEFINITIONS

SEE the definitions provided with the INSTRUCTIONS for completing ADHE Forms 02-0, 02-1, and 02-3.

INSTRUCTIONS

PART A: State-Supported Four-Year Institutions and Branch Campuses

1. State-supported four-year institutions and branch campuses only should submit ADHE Form 02-3 for the fall term only for the students reported on ADHE Forms 02-1 and 02-2. (The sum of LINES 1 and 2 for each column should equal the number reported on LINE 14 of ADHE Form 02-1, for example.)

2. Using the definition of Current Legal Residence, enter on LINE 1, COLUMN A, the total number of full-time undergraduate level students (including unclassified pre-baccalaureate students) who are Arkansas residents and who are enrolled in on-campus credit courses.

3. Enter in COLUMN B the total credit hours for which those students reported in COLUMN A are enrolled.

4. Report in COLUMNS C and D those Arkansas residents who are enrolled in off-campus credit courses offered in the State of Arkansas.

5. Complete COLUMNS E through F in the same manner used for reporting on ADHE Forms 02-0, 02-1, and 02-2.

6. Enter on LINE 2, COLUMN A, the total number of full-time undergraduate level students (including unclassified pro-baccalaureate students) whose current legal residence is not the State of Arkansas and who are enrolled in on-campus credit courses. Foreign students will be classified as out-of-state students for reporting purposes.

7. Enter in COLUMN B the credit hours for which those students are enrolled.

8. Enter in COLUMN C the number of full-time students whose current legal residence in not the State of Arkansas and who are enrolled in credit courses offered at off-campus locations.

9. Enter in COLUMN D the credit hours for which those students are enrolled.

10. Follow these general instructions for reporting master's, specialist, doctoral and unclassified post-baccalaureate students, by current legal residence.

INSTRUCTIONS (CONTINUED)
Column 2

PART B:

11. State-Supported community colleges should submit ADHE Form 02-3, Part B, for the fall term only for the students reported on ADHE Forms 02-1 and 02-2. (The sum of Lines 1, 2, and 3 for each column should equal the number reported on Line 14 of ADHE Form 02-1, for example.)

12. Using the definition of Current Legal Residence, enter on LINE 1, COLUMN A, the total number of full-time undergraduate level students (including unclassified pre-baccalaureate students) who are classified as In-State, In-District students and who are enrolled in on-campus credit courses.

13. Enter in COLUMN B the total credit hours for which those students reported in COLUMN A are enrolled.

14. Report in COLUMNS C and D those residents who are enrolled in off-campus credit courses offered in the State of Arkansas.

15. Complete COLUMNS E through F in the same manner used for reporting on ADHE Forms 02-0, 02-1, and 02-2.

16. Enter on LINE 2, COLUMN A, the total number of full-time undergraduate level students (including unclassified pre-baccalaureate students) who are classified as Out-of-District, In-State Students.

17. Enter on LINE 3, COLUMN A, the total number of full-time undergraduate students (including unclassified pre-baccalaureate students) who are classified as Out-of-State students. Foreign students will be classified as Out-of-State students for reporting purposes.

18. Follow the general instruction stated above for completing COLUMNS B through F for LINES 2 through 6.

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE-02-3
UNDERGRADUATE AND GRADUATE ENROLLMENT
BY CURRENT LEGAL RESIDENCE

(See Instructions)

FICE CODE _ _ _ _ _ _

INSTITUTION _____

TERM AND YEAR _____

COMPLETED BY _____

DATE COMPLETED _____

TELEPHONE NO. _____

PART A: State-Supported Four- Year Institutions and Branch Campuses

STUDENT LEVEL, LOAD, AND RESIDENCE			ON-CAMPUS		OFF-CAMPUS		TOTAL	
			HEAD-COUNT (A)	CREDIT HOURS (B)	HEAD-COUNT (C)	CREDIT HOURS (D)	HEAD-COUNT (E)	CREDIT HOURS (F)
UNDERGRADUATE	FULL-TIME	IN-STATE 1						
		OUT-OF STATE 2						
	PART-TIME	IN-STATE 3						
		OUT-OF STATE 4						
MASTERS	FULL-TIME	IN-STATE 5						
		OUT-OF STATE 6						
	PART-TIME	IN-STATE 7						
		OUT-OF STATE 8						
SPECIALIST	FULL-TIME	IN-STATE 9						
		OUT-OF STATE10						
	PART-TIME	IN-STATE11						
		OUT-OF STATE12						
DOCTORAL	FULL-TIME	IN-STATE13						
		OUT-OF STATE14						
	PART-TIME	IN-STATE15						
		OUT-OF STATE16						
UNCL POST BACC	FULL-TIME	IN-STATE17						
		OUT-OF STATE18						
	PART-TIME	IN-STATE19						
		OUT-OF STATE20						
TOTAL		21			55			

ARKANSAS
DEPARTMENT OF
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ADHE-02-3
UNDERGRADUATE AND GRADUATE ENROLLMENT
BY CURRENT LEGAL RESIDENCE

(See Instructions)

FICE CODE _ _ _ _ _ _

COMPLETED BY _____

INSTITUTION _____

DATE COMPLETED _____

TERM AND YEAR _____

TELEPHONE NO. _____

PART B: Community Colleges

STUDENT LEVEL, LOAD, AND RESIDENCE				ON-CAMPUS		OFF-CAMPUS		TOTAL	
				HEAD-COUNT (A)	CREDIT HOURS (B)	HEAD-COUNT (C)	CREDIT HOURS (D)	HEAD-COUNT (E)	CREDIT HOURS (F)
UNDERGRADUATE	FULL-TIME	IN-DISTRICT IN-STATE	01						
		OUT-OF-DISTRICT IN-STATE	02						
		OUT-OF STATE	03						
	PART-TIME	IN-DISTRICT IN-STATE	04						
		OUT-OF-DISTRICT IN-STATE	05						
		OUT-OF STATE	06						
TOTAL			07						

INSTRUCTIONS AND DEFINITIONS FOR ADHE - 02-4 FIRST PROFESSIONAL ENROLLMENT ON- AND OFF-CAMPUS BY PROGRAM AND CURRENT LEGAL RESIDENCE

DEFINITIONS

SEE the definitions provided with the INSTRUCTIONS for ADHE Forms 02-0, 02-1, and 02-2.

INSTRUCTIONS

1. ADHE Form 02-4 should be submitted for the fall term only.

2. State-supported institutions should provide current legal residence information for the fall term by completing ALL LINES. Independent institutions should complete only LINES 3, 6, and 7.

3. Enrollments in each First Professional Program offered by the institution should be reported separately. Use additional Forms 02-4 if more than two First Professional Programs are offered.

4. Enter the name of the program (medicine, law, etc.) and its four-digit HEGIS taxonomy code in the appropriate space. Only those programs listed as First Professional in the definition of Degree/Diploma/Certificate should be reported.

5. Only on-schedule enrollments should be reported on ADHE Form 02-4. All institutions should complete each column that is appropriate, providing headcount and credit hour information for courses offered at on-campus locations and at off-campus locations.

6. All institutions should complete COLUMNS E, and F, for enrollments reported in COLUMNS A through D.

ARKANSAS
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ADHE-02-4

FIRST PROFESSIONAL ENROLLMENT ON- AND OFF-CAMPUS BY PROGRAM AND CURRENT LEGAL RESIDENCE
(See Instructions)

FICE CODE _ _ _ _ _ _

COMPLETED BI _____

INSTITUTION _____

DATE COMPLETED _____

TERM AND YEAR _____

TELEPHONE NO. _____

PROGRAM NAME _____ HEGIS CODE _ _ _ _ _ _

STUDENT LOAD AND CURRENT LEGAL RESIDENCE		ON-CAMPUS		OFF-CAMPUS		TOTAL	
		HEAD-COUNT (A)	CREDIT HOURS (B)	HEAD-COUNT (C)	CREDIT HOURS (D)	HEAD-COUNT (E)	CREDIT HOURS (F)
FULL-TIME	IN-STATE (01)						
	OUT-OF STATE (02)						
	SUBTOTAL (03)						
PART-TIME	IN-STATE (04)						
	OUT-OF STATE (05)						
	SUBTOTAL (06)						
TOTAL (07)							

PROGRAM NAME _____ HEGIS CODE _ _ _ _ _ _

STUDENT LOAD AND CURRENT LEGAL RESIDENCE		ON-CAMPUS		OFF-CAMPUS		TOTAL	
		HEAD-COUNT (A)	CREDIT HOURS (B)	HEAD-COUNT (C)	CREDIT HOURS (D)	HEAD-COUNT (E)	CREDIT HOURS (F)
FULL-TIME	IN-STATE (01)						
	OUT-OF STATE (02)						
	SUBTOTAL (03)						
PART-TIME	IN-STATE (04)						
	OUT-OF STATE (05)						
	SUBTOTAL (06)						
TOTAL (07)							

INSTRUCTIONS AND DEFINITIONS FOR
ADHE - 02-5
ENROLLMENT AUDIT LIST

DEFINITIONS

SEE the definitions provided with the INSTRUCTIONS for ADHE Forms 02-0, 02-1, and 02-2.

INSTRUCTIONS

STATE-SUPPORTED INSTITUTIONS SHOULD SUBMIT ADHE FORM 2-5 FOR THE FALL ONLY

1. This report will include on-campus students only. The total enrollment for ON-CAMPUS Students should be the same as that reported in ADHE 02-0, COLUMNS A, LINE 17. PLEASE SUBMIT TWO COPIES OF THIS REPORT.

2. In COLUMN A enter the student social security number or identification number as assigned by the institution.

3. Enter in COLUMN B the last name, first name, and middle initial of the student.

4. In COLUMN C enter the name of the high school from which the student graduated, in COLUMN D the name of the city in which the high school is located, and in COLUMN E the name of the state (abbr.) in which the high school is located.

5. Enter in COLUMN F the current Legal Residence Status of the student.

6. Enter in COLUMN G the number of hours in which the student is enrolled this semester. In COLUMN H enter the name of the department (abbr.) in which the student's course is taught and in COLUMN I the number of the course which the student is taking.

FOR EXAMPLE:

Student I.D.	Student Name	High School Attended	City	State	Residence Status	Hours Enrolled	Course Dept.No.
329-66-4401	Doe,John M.	Central	Helena	AR	Resident	13	Biol 1303 Engl 1223 Span 1503 Math 2133

ARKANSAS
DEPARTMENT OF
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ADHE-02-5
ENROLLMENT AUDIT LIST

(See Instructions)

FICE CODE _ _ _ _ _ _

INSTITUTION _____

TERM AND YEAR _____

COMPLETED BY _____

DATE COMPLETED _____

TELEPHONE NO. _____

Student ID. No.	Name	High School Attended C	City D	State E	Residency Status F	Hours Enrolled G	Course	
							Dept. H	No. I

2-17

INSTRUCTIONS AND DEFINITIONS FOR
ACHE - 03-0
SUMMARY OF SUMMER SESSION
CREDIT BEARING INSTRUCTIONAL ACTIVITIES

DEFINITIONS

CREDIT COURSES - Courses for which upon successful completion enrolled students are given credit that can be applied to meet the requirements for a degree, certificate, or similar academic award at the granting institution or can be transferred (and a reasonable expectation of transfer exists) to meet requirements for a degree or certificate at another Arkansas institution. (See Fundable Credit.)

OFF-CAMPUS - Refers to credit courses offered anywhere other than in the facilities or on the grounds of a four-year institution (or Branch Campus), or to students or faculty engaged in such activities. Community college courses offered anywhere outside the district in which the community college is located are considered off-campus. Included are expenditures for newspaper and television credit courses. Excluded are those instructional activities which are an integral part of on-campus instructional programs but take students away from the campus for a special learning experience, e.g., clinical experiences in health programs, practicums in student teaching, field work and internships. See CAMPUS and ON-CAMPUS.

OFF-SCHEDULE - Refers to courses (and irregular academic terms) which are offered on a calendar which does not generally correspond with the calendar of the regular academic term.

ON-CAMPUS - Refers to courses taking place in the facilities or on the grounds of an institution, excluding community colleges, or to students or faculty engaged in such activities. Community College Courses offered inside the legal taxing district of the community college are considered on-campus. Excluded from on-campus are home study courses offered by means of radio, open circuit television, newspaper, correspondence. See CAMPUS and OFF-CAMPUS.

ON-SCHEDULE - Refers to courses offered on a schedule which generally corresponds with the regular academic term. At most institutions, the majority of courses are on-schedule. Included are evening courses which may not begin on the same date as day courses.

PREDOMINANT CALENDAR SYSTEM - The method by which the institution structures most of its courses for the calendar year. The following categories are typical:

1. QUARTER - The quarter calendar consists of three or four quarters with about 12 weeks for each quarter of instruction.

DEFINITIONS (CONTINUED)
Column 2

2. SEMESTER - The semester calendar consists of two semesters during the typical academic year with about 16 weeks for each semester of instruction.

   There may be an additional summer session.

3. TRIMESTER - The trimester calendar is composed of three terms with about 15 weeks for each term of instruction.

4. OTHER - Predominant calendar systems that are not defined by any of the above terms.

QUARTER - See PREDOMINANT CALENDAR SYSTEM.

READMITTED STUDENT - See ENROLLMENT STATUS.

REGULAR ACADEMIC TERM - Refers to the calendar periods established by an institution for the conduct of educational activities and which correspond to the basic periods of the institution's Predominant Calendar System, as defined above. E.g., in a semester calendar, the Regular Academic Terms are the fall semester, the winter or spring semester and the first and second summer term; in a quarter system, the Regular Academic Terms are the fall quarter, the winter quarter, the spring quarter, and in many institutions, the summer quarter.

STUDENT LEVEL - Refers to the proportion of total requirements a student has obtained, as of the census date, toward the completion of the degree/diploma or certificate program in which the student is enrolled. The following mutually exclusive student level categories will be used:

UNDERGRADUATE:

1. LOWER DIVISION - A student who a) is enrolled in a program(s), course(s) of study, or activity(ies) which leads to an associate degree (including three-year associate degree programs) or a bachelor's degree and has earned less that 60 semester credit hours; or b) is enrolled in an undergraduate occupational or vocational program(s) of three or fewer years' duration which results in formal recognition below the baccalaureate degree. (Typically, this individual would be classified as a freshman or a sophomore.) The following subdivisions may also be used:

DEFINITIONS (CONTINUED)
Column 3

(a) FRESHMAN - A lower division student who has earned fewer than 30 semester credit hours.

(b) SOPHOMORE - A lower division student who has earned at least 30 but less than 60 semester credit hours. (In institutions offering two-year or less programs, students who have earned 30 or more semester credit hours are classified as sophomores.)

2. UPPER DIVISION - A student who a) is not in an associate degree or occupational/vocational program(s), b) is enrolled in a bachelor's degree program, and c) has earned 60 semester credit hours. (Typically, this individual is classified as a junior or a senior.) This category includes a student in years three, four, or five of a five- year bachelor's degree program. The following subdivisions may also be used:

   a. JUNIOR - A student who has earned at least 60 but less than 90 semester credit hours.

   b. SENIOR - A student who has earned 90 or more semester credit hours.

3. UNCLASSIFIED PRE-BACCALAUREATE - A student who cannot be classified into on of the categories above because he or she is not enrolled in a program of study leading to a degree/diploma or certificate, even though taking courses with regular students. This category does not include students who have been admitted to pursue a degree but have not yet declared a major. This category does include students who have received an earned baccalaureate degree, have not been accepted by the institution for graduate-level study, and are taking undergraduate-level courses, such as teachers taking courses for certification.

DEFINITIONS (CONTINUED)
Column 4

FIRST PROFESSIONAL - A student who is enrolled in a first professional degree program. (See DEGREE/DIPLOMA/CERTIFICATE for an inclusive list of FIRST PROFESSIONAL DEGREE PROGRAMS.) A student enrolled in an undergraduate pre-professional curriculum or a student in one of the first two years corresponding to the undergraduate freshman or sophomore year of an integrated graduate professional degree program(s) should be classified as a lower division and not as a first professional student.

GRADUATE:

1. MASTER'S - A student who has received an earned baccalaureate degree, has been accepted for graduate-level study, and:

   a. Who is enrolled in a master's degree program, or

   b. Who is enrolled in a doctoral program but has earned less that 30 semester credit hours in graduate course work.

2. SPECIALIST - A student who has received an earned baccalaureate degree and is enrolled in a specialist degree program.

3. DOCTORAL - A student who has received a master's or specialist degree, or has earned at least 30 semester credit hours in graduate course work, and who is enrolled in a doctoral degree program.

4. UNCLASSIFIED POST-BACCALAUREATE - A student who has been awarded an earned baccalaureate degree and who is eligible to enroll in credit courses at the graduate or other post-baccalaureate level but who cannot be classified into one of the categories above because he or she has not been accepted by the institution for graduate-level study.

INSTRUCTIONS

Form 03-0 will be submitted for each summer term. For reporting purposes, the first summer term will begin after the spring term and will end about June 30; and the second summer term will begin about July 1 and will end before the fall term. Only state-supported institutions will submit ADHE 03-3.

1. Identify and list on Line 1, COLUMNS B through G, the total headcount (full-time plus part-time) and credit hour enrollments, by student level for the summer term being reported.

2. Exclude from this report those types of students who are excluded from other ADHE headcount reports, i.e., nonfundable high school enrollments, students only auditing courses, cancelled registration students, withdrawal students, and no-show students.

3. Only on-campus enrollments should be reported on ADHE 03-0.

4. In COLUMNS H and I, enter the total headcount and credit hour enrollment for all summer sessions. In COLUMN H enter the sum of COLUMNS B, D, and F. In COLUMN I enter the sum of COLUMNS C, E, and G.

5. Institutions on a quarter calendar system should <u>not</u> convert quarter credit hours to semester credit hour equivalents.

6. Report unclassified pre-baccalaureate students in COLUMNS B and C and unclassified post-baccalaureate students in COLUMNS F and G.

7. Do not report fractional credit hours. Report WHOLE NUMBERS <u>only</u>, rounding in accordance with standard mathematical conventions.

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE 03-O
SUMMARY OF SUMMER TERMS
CREDIT BEARING INSTRUCTIONAL ACTIVITIES

FICE CODE _ _ _ _ _ _

INSTITUTION NAME _____

TERM AND YEAR _____

COMPLETED BY _____

DATE COMPLETED _____

TELEPHONE NUMBER _____

SUMMER SESSION ENROLLMENT (A)	UNDERGRADUATE STUDENTS		FIRST PROFESSIONAL STUDENTS		GRADUATE STUDENTS		TOTAL STUDENTS	
	HEAD COUNT (B)	TOTAL CREDIT HOURS (C)	HEAD COUNT (D)	TOTAL CREDIT HOURS (E)	HEAD COUNT (F)	TOTAL CREDIT HOURS (G)	HEAD COUNT (H)	TOTAL CREDIT HOURS (I)
TOTAL ENROLLMENT AND CREDITS (01)								

INSTRUCTIONS AND DEFINITIONS FOR ADHE - 04-0 ANNUAL SUMMARY OF NONSTANDARD INSTRUCTIONS/CREDIT-AWARDING ACTIVITIES

DEFINITIONS

COURSE AUDITOR - When referring to students or courses, an auditor is a person who is officially registered in a credit-bearing course but who will not be receiving semester credits for participation in the course. An auditor may pay a special fee for the privilege of auditing rather than the regular per-credit-hour fee as charged to credit-seeking students.

CREDIT BY EXAMINATION - Academic credit which is awarded to students by an institution solely by means of performance on examinations (including externally- and faculty-prepared) and accepted in lieu of enrollment in and completion of credit courses.

CREDIT FOR PRIOR LEARNING EXPERIENCES - Academic credit which is awarded to students by an institution solely by means of assessment and evaluation of knowledge, understanding, skills, etc. acquired in a given experience or in the totality of the individual's experience, sometimes referred to as experiential learning.

HIGH SCHOOL ENROLLMENT - Students who are enrolled simultaneously in a high school and an institution of higher education but have not yet graduated from high school. Fundable Credit for High School Student Enrollment:

1. Those credits in which high school students are enrolled as a part of a recognized college/high school cooperative vocational program.

2. Those on-campus credits for which high school students pay their own fees and enroll for higher education vocational or nonvocational credit in addition to their normal high school program. (Fees paid by the public school district, subdivision thereof, or any entity directly related thereto, will not meet the requirement of this definition).

OFF-CAMPUS - Refers to credit courses offered anywhere other than in the facilities or on the grounds of a four-year institution (or Branch Campus), or to students or faculty engaged in such activities. Community college courses offered anywhere outside the district in which the community college is located are considered off-campus. Included are expenditures for newspaper and television credit courses. Excluded are those instructional activities which are an integral part of on-campus instructional programs but take students away from the campus for a special learning experience, e.g., clinical experiences in health programs, practicums in student teaching, field work and internships. See CAMPUS and ON-CAMPUS.

DEFINITIONS (CONTINUED) Column 2

MILITARY CREDIT - Credit given by an institution of higher education for courses taught in a military facility.

STUDENT LEVEL - Refers to the proportion of total requirements a student has obtained, as of the census date, toward the completion of the degree/diploma or certificate program in which the student is enrolled. The following mutually exclusive student level categories will be used:

UNDERGRADUATE:

1. LOWER DIVISION - A student who a) is enrolled in a program(s), course(s) of study, or activity(ies) which leads to an associate degree (including three-year associate degree programs) or a bachelor's degree and has earned less that 60 semester credit hours; or b) is enrolled in an undergraduate occupational or vocational program(s) of three or fewer years' duration which results in formal recognition below the baccalaureate degree. (Typically, this individual would be classified as a freshman or a sophomore.) The following subdivisions may also be used:

   (a) FRESHMAN - A lower division student who has earned fewer than 30 semester credit hours.

   (b) SOPHOMORE - A lower division student who has earned at least 30 but less than 60 semester credit hours. (In institutions offering two-year or less programs, students who have earned 30 or more semester credit hours are classified as sophomores.)

2. UPPER DIVISION - A student who a) is not in an associate degree or occupational/vocational program(s), b) is enrolled in a bachelor's degree program, and c) has earned 60 semester credit hours. (Typically, this individual is classified as a junior or a senior.) This category includes a student in years three, four, or five of a five- year bachelor's degree program. The following subdivisions may also be used:

   a. JUNIOR - A student who has earned at least 60 but less than 90 semester credit hours.

DEFINITIONS (CONTINUED)
Column 3

b. SENIOR - A student who has earned 90 or more semester credit hours.

3. UNCLASSIFIED PRE-BACCALAUREATE - A student who cannot be classified into on of the categories above because he or she is not enrolled in a program of study leading to a degree/diploma or certificate, even though taking courses with regular students. This category does not include students who have been admitted to pursue a degree but have not yet declared a major. This category does include students who have received an earned baccalaureate degree, have not been accepted by the institution for graduate-level study, and are taking undergraduate-level courses, such as teachers taking courses for certification.

FIRST PROFESSIONAL - A student who is enrolled in a first professional degree program. (See DEGREE/DIPLOMA/CERTIFICATE for an inclusive list of FIRST PROFESSIONAL DEGREE PROGRAMS.) A student enrolled in an undergraduate pre-professional curriculum or a student in one of the first two years corresponding to the undergraduate freshman or sophomore year of an integrated graduate professional degree program(s) should be classified as a lower division and not as a first professional student.

GRADUATE:

1. MASTER'S - A student who has received an earned baccalaureate degree, has been accepted for graduate-level study, and:

   a. Who is enrolled in a master's degree program, or

   b. Who is enrolled in a doctoral program but has earned less that 30 semester credit hours in graduate course work.

2. SPECIALIST - A student who has received an earned baccalaureate degree and is enrolled in a specialist degree program.

3. DOCTORAL - A student who has received a master's or specialist degree, or has earned at least 30 semester credit hours in graduate course work, and who is enrolled in a doctoral degree program.

4. UNCLASSIFIED POST-BACCALAUREATE - A student who has been awarded an earned baccalaureate degree and who is eligible to enroll in credit courses at the graduate or other post-baccalaureate level but who cannot be classified into one of the categories above because he or she has not been accepted by the institution for graduate-level study.

INSTRUCTIONS

Part A: Auditing, Nonfundable and Fundable High School Enrollment Instructional Activities.

1. Enter on LINE 1, COLUMN A, the unduplicated headcount number (full-time plus part-time) of undergraduate level students auditing credit courses during the preceding period of July 1 to June 30 and in COLUMN B, the total number of credit hours that would have been awarded for these courses had the students in COLUMN A not been auditing.

2. Enter in COLUMN C, the unduplicated headcount number (full-time plus part-time) of undergraduate level nonfundable high school students enrolling in regular courses, and in COLUMN D the total number of credit hours awarded for these courses to the students reported in COLUMN C.

3. Enter in COLUMN E, the unduplicated headcount number of fundable high school students enrolled in a recognized college/high school cooperative vocational program and in COLUMN F, the total number of credit hours awarded for those courses to the students reported in COLUMN E.

4. These instructions should be followed for graduate level students for LINE 2.

5. Include lower and upper division and unclassified pre-baccalaureate students as undergraduates and master's, specialist, doctoral and unclassified post-baccalaureate students as graduates.

6. Do not report fractional credit hours. Round to the nearest whole number.

7. Enter on LINE 3, the total unduplicated headcount and the total credit hours reported on LINES 1 and 2 in COLUMNS A through F above.

8. This report should cover the preceding period of July 1 to June 30.

Part B: Nonstandard Instructional Delivery Modes

9. Enter on LINE 4, COLUMN A, the unduplicated headcount number (full-time plus part-time) of undergraduate level students enrolling during the preceding period of July 1 to June 30 in credit courses offered via open circuit television, and in COLUMN B, the total number of credit hours awarded for these courses to the students reported in COLUMN A.

10. Enter in COLUMN C, the unduplicated headcount number (full-time plus part-time) of undergraduate level students enrolling in courses taught via newspaper, and in COLUMN D the total number of credit hours awarded for these courses to the students reported in COLUMN C.

11. Enter in COLUMN E, the unduplicated headcount number (full-time plus part-time) of undergraduate level students enrolling in courses taught via correspondence, and in COLUMN F the total number of credit hours awarded for these courses to the students reported in COLUMN E.

INSTRUCTIONS (CONTINUED)
Column 2

12. Enter in COLUMN G, the unduplicated headcount number (full-time plus part-time) of undergraduate level students enrolling in courses taught via other media, and in COLUMN H the total number of credit hours awarded for these courses to the students reported in COLUMN G.

13. These instructions should be followed for graduate level students for LINE 5.

14. Include lower and upper division and unclassified pre-baccalaureate students as undergraduates and master's, specialist, doctoral and unclassified post-baccalaureate students as graduates.

15. Do not report fractional credit hours. Round to the nearest whole number.

16. Enter on LINE 6, the total unduplicated headcount and the total credit hours reported on LINES 4 and 5 in COLUMNS A through H above.

17. Enter on LINE 7, COLUMN B, the institutional policy regarding the maximum number of credit hours which may be earned by an individual in courses offered via open circuit television which will be counted by the institution toward fulfillment of total credit hour requirements for a baccalaureate degree (or an associate degree in the case of two-year institutions). For example, if an individual may apply only a total of 32 hours earned in open circuit television courses toward degree program requirements, the number 32 should be entered on LINE 7, COLUMN B.

    Enter on LINE 7, COLUMN D, the maximum number of credit hours which may be earned by an individual in courses offered via newspaper which will be counted toward fulfillment of total credit hour requirements for a degree. Enter on LINE 7, COLUMN F, the maximum credit hours earned by an individual via correspondence study which will be counted toward fulfillment of total credit hour requirements and in COLUMN H, the total which may be earned by an individual student in courses offered via other media which will be counted toward total credit hour requirements. If there is no such maximum limit established as a matter of institutional policy, enter "NA."

Part C: Nonstandard Credit-Awarding Activities

18. Enter on LINE 8, COLUMNS A, C, E, G, and I the unduplicated headcount number (full-time plus part-time) of undergraduate level students who earned credit hours by examination or by assessmhent of prior learning experiences in each of the categories.

19. Enter in COLUMNS B, D, F, H, and J the total number of credit hours awarded, in each category, to the students reported in COLUMNS A, C, E, G, and I, respectively.

INSTRUCTIONS (CONTINUED)
Column 3

20. Enrollment and credit hours should be reported for the preceding period from July 1 through June 30.

21. These instructions should be followed for graduate level students for LINE 9.

22. Enter on LINE 10 the sum of LINES 8 and 9 for each column.

23. Include lower and upper division and unclassified pre-baccalaureate students as undergraduates, and master's, specialist, doctoral, and unclassified post-baccalaureate students as graduates.

24. Enter on LINE 11, COLUMN B, the institutional policy regarding the maximum number of credit hours which may be earned by an individual through the CLEP General Examination which will be counted by the institution toward fulfillment of total credit hour requirements for a baccalaureate degree (or an associate degree in the case of two-year institutions). For example, if an individual may apply a total of 30 hours of CLEP General Examination credit toward degree program requirements, the number 30 should be entered on LINE 11, COLUMN B. Complete COLUMNS D, F, H, and J similarly by entering the institutional policy for maximum credit hours earned in each manner which an individual student may apply toward degree requirements.

25. Credit hours awarded by examination and for assessment of life experience should be excluded from ADHE Forms 02-0, 02-1, 02-2, 02-3, 02-4, 15-1, 15-2, 15-3, and 15-4, although these credit hours will be considered by the institution in determining the student level of individual students.

Part D: Out-of-Stste, Off-Campus and Military Credit Awarding Activities:

26. Enter on LINE 12, COLUMN A the unduplicated headcount number (full-time plus part-time) of undergraduate level students who have received instruction at an out-of-state off-campus facility. Enter in COLUMN C the unduplicated headcount number (full-time plus part-time) of undergraduate level students who have received instruction at a military facility.

27. Enter in COLUMNS B and D the total number of credit hours awarded, in each category, to the students reported in COLUMNS A and C respectively.

28. Enrollment and credit hours should be reported for the preceding period from July 1 through June 30.

29. The instructions should be followed for graduate level students for LINE 13.

INSTRUCTIONS (CONTINUED)
Column 4

30. Enter on LINE 14 the sum of LINES 12 and 13 for each column.

31. Include lower and upper division and unclassified pre-baccalaureate students as undergraduates, and master's, specialist, doctoral, and unclassified post-baccalaureate students as graduates.

32. Credit hours awarded at an out-of-state, off-campus or military facility should be excluded from ADHE Forms 02-0, 02-1, 02-3, 02-4, 15-1, 15-2, 15-3, and 15-4, although these credit hours will be considered by the institution in determining the student level of individual students.

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE-04-O
ANNUAL SUMMARY OF AUDITING AND NONSTANDARD
INSTRUCTIONAL/CREDIT-AWARDING ACTIVITIES
(SEE INSTRUCTIONS)

FICE CODE _ _ _ _ _ _

INSTITUTION _____

YEAR _____

COMPLETED BY _____

DATE COMPLETED _____

TELEPHONE NO. _____

PART A: Auditing, Nonfundable and Fundable High School Enrollment Instructional Activities

STUDENT LEVEL	AUDITORS		NONFUNDABLE HIGH SCHOOL ENROLLMENT		COLLEGE/HIGH SCHOOL COOP. VOCATIONAL PRO.	
	HEAD-COUNT (A)	CREDIT HOURS (B)	HEAD-COUNT (C)	CREDIT HOURS (D)	HEAD-COUNT (E)	CREDIT Hours (F)
UNDERGRADUATE (01)						
GRADUATE (02)			XXXXXXX	XXXXXXXXX	XXXXXXXXX	XXXXXXXXX
TOTAL (03)						

PART B: Nonstandard Instructional Delivery Modes

	VIA TELEVISION		VIA NEWSPAPER		VIA CORRESPONDENCE		VIA OTHER MEDIA	
	HEAD-COUNT (A)	CREDIT HOURS (B)	HEAD-COUNT (C)	CREDIT HOURS (D)	HEAD-COUNT (E)	CREDIT HOURS (F)	HEAD-COUNT (G)	CREDIT HOURS (H)
UNDERGRADUATE (04)								
GRADUATE (05)								
TOTAL (06)								
MAXIMUM APPLICABLE TOWARD DEGREE (07)	XXXXX		XXXXX		XXXXX		XXXXX	

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE-04-O

ANNUAL SUMMARY OF AUDITING AND NONSTANDARD
INSTRUCTIONAL/CREDIT AWARDING ACTIVITIES
(SEE INSTRUCTIONS)

FICE CODE _ _ _ _ _ _

COMPLETED BY _____

INSTITUTION _____

DATE COMPLETED _____

YEAR _____

TELEPHONE NO. _____

PART C: Nonstandard Credit-Awarding Activities

STUDENT LEVEL	CREDIT BY EXAMINATION								CREDIT FOR LIFE EXPERIENCE OR PRIOR LEARNING	
	CLEP GENERAL EXAM		CLEP SUBJECT EXAM		OTHER NATIONAL EXAM		LOCAL EXAM			
	HEAD-COUNT (A)	CREDIT HOURS (B)	HEAD-COUNT (C)	CREDIT HOURS (D)	HEAD-COUNT (E)	CREDIT HOURS (F)	HEAD-COUNT (G)	CREDIT HOURS (H)	HEAD-COUNT (I)	CREDIT HOURS (J)
UNDERGRADUATE (08)										
GRADUATE (09)										
TOTAL (10)										
MAXIMUM APPLICABLE TOWARD DEGREE (11)	XXXXX XXXXX		XXXXX XXXXX		XXXXX XXXXX		XXXXX XXXXX		XXXXX XXXXX	

PART D: Out-of-state, off-campus and military credit-awarding activities

STUDENT LEVEL	OUT-OF-STATE OFF-CAMPUS		MILITARY INSTALLATION	
	HEADCOUNT (A)	CREDIT HOURS (B)	HEADCOUNT (C)	CREDIT HOURS (D)
UNDERGRADUATE (12)				
GRADUATE (13)				
TOTAL (14)				

INSTRUCTIONS AND DEFINITIONS
ADHE - 04-1
OFF-CAMPUS CREDIT INSTRUCTION REPORT

DEFINITIONS

SEE the definitions provided with the INSTRUCTIONS for ADHE Form 04-0.

INSTRUCTIONS

1. In COLUMN A report the site of instruction. If the site is a center or another institution, report both as : Jones College, Cleveland, Ark. When reporting correspondence work, simply indicate "correspondence" in this column.

2. In COLUMN B report the catalogue number and title of the course taught.

3. Report in COLUMN C the last name and initials of the instructor of the course taught. If the instructor is not a regular faculty member of the institution, place an asterisk (*) after the name.

4. Report in COLUMN D the level of the course taught by the following code.

   (1) Lower Level
   (2) Upper Level
   (3) Master's Level
   (4) Specialist Level
   (5) Doctoral Level

   If the course is identified at no particular instructional level or is sub-baccalaureate in level, indicate that this column is not applicable (N/A).

5. In COLUMN E report the number of semester hours granted for the course taught. If a non-credit offering, indicate by placing N/C in this column.

6. Report in COLUMN F the number of students enrolled in the course taught.

7. Report in COLUMN G whether or not resident credit is granted for the course taught.

8. In COLUMN H report whether or not the course taught is self-supporting. Self-supporting means whether the course taught received students fees or funds from a source other than an institutional source which supported the program. If cost accrues to the institution beyond that which is covered by student fees or other sources of funds, place "no" in this column.

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE-04-1
OFF-CAMPUS CREDIT INSTRUCTION REPORT
(See Instructions)

FICE CODE _ _ _ _ _ _

INSTITUTION _____

TERM AND YEAR _____

COMPLETED BY _____

DATE COMPLETED _____

TELEPHONE NO. _____

LOCATION (A)	COURSE TITLE (B)	COURSE NUMBER (B)	INSTRUCTOR (C)	LEVEL (D)	CREDIT (E)	ENROLLMENT (F)	SSCH PRODUCED (G)	SELF SUPPORTING (H)

4-8

INSTRUCTIONS AND DEFINITIONS FOR
ADHE - 05-0
AGE OF STUDENTS-UNDUPLICATED HEADCOUNT

DEFINITIONS

AGE - The chronological age of an individual as of some specified date.

CAMPUS - An educational facility which has been established for the purpose of offering credit courses leading to one or more degrees. (Non-credit courses may also be offered at the location.) Essential characteristics are (a) a physical plant owned or legally controlled by the institution which provides classroom and office space for students and resident administrative staff, faculty, and support staff and services, and (b) course offerings sufficient to enable students to earn degrees through attendance at the location. See REPORTING UNIT STRUCTURE.

DEGREE/DIPLOMA/CERTIFICATE - An award or title conferred upon an individual for the completion of a program or courses of study. Additionally, an honorary degree/diploma/certificate may be awarded to an individual in recognition of his or her public service and/or distinguished career-related endeavors. The following category will be used:

FIRST PROFESSIONAL DEGREE - The first earned degree in a professional field. The following degrees in specific professional programs are included:

a. Chiropractic (DCM or DC)
b. Dentistry (DDS or DMD)
c. Law, General (LLB or JD)
d. Medicine (MD)
e. Optometry (OD)
f. Osteopathic Medicine (DO)
g. Pharmacy (D Phar)
h. Podiatry (Pod D, DP, or PM)
i. Theological Professions, General (BD, M Div, Rabbi)
j. Veterinary Medicine (DVM)

ENROLLMENT STATUS - A student's current attendance status in a post-secondary education institution. The following mutually exclusive categories will be used:

1. FIRST-TIME-ENTERING UNDERGRADUATE STUDENT - A student entering any college for the first time ever. For reporting purposes, this category includes students enrolled in the fall term who entered college for the first time in the prior summer term and students who entered with advanced standing and may actually be classified beyond the freshman level at entry. A student will be reported in this category only once. This term should not be confused with First-Time-Entering Undergraduate Transfer Student.

DEFINITIONS (CONTINUED)
Column 2

2. OTHER FIRST YEAR STUDENTS - Students who entered college prior to the fall reporting period and who are not classified as sophomores or as first-time-entering undergraduate students.

3. ENTERING UNDERGRADUATE TRANSFER STUDENT - An undergraduate student entering the institution for the first time with academic credit attempted or earned at another institution (whether or not the credit is accepted by the institution to which the student transfers). For reporting purposes, this category includes students enrolled in the fall term, who first enrolled as transfer students in the prior summer term.

4. FIRST-TIME-ENTERING GRADUATE STUDENT - A student who has been awarded an earned baccalaureate or first professional degree and who is entering any institution classified as a graduate level student for the first time. "Graduate Student" includes students enrolled at any level of graduate study - Master's, Specialist, or Doctoral (See STUDENT LEVEL). For reporting purposes, this category includes students enrolled in the fall term who enrolled as graduate students for the first time in the prior summer term. The student may have been enrolled previously as an undergraduate or first professional student at the reporting institution.

5. FIRST-TIME-ENTERING FIRST PROFESSIONAL STUDENT - A student entering any institution classified for the first time as a first professional student (See STUDENT LEVEL). The student may have been enrolled as an undergraduate or graduate student at the reporting institution. For reporting purposes, this category includes students enrolled in the fall term who enrolled as first professional students for the first time in the prior summer term.

6. CONTINUING STUDENT - A student previously enrolled at the same general student level (i.e., undergraduate, first professional, graduate) during the previous regular academic term at the reporting institution. Disregard summer session and other special sessions not considered to be part of the academic year.

7. READMITTED STUDENT - A student previously enrolled at the same general student level at the institution but not enrolled during the regular academic term immediately preceding the current term. Disregard summer session and other special sessions not considered to be part of the academic year.

DEFINITIONS (CONTINUED)
Column 3

FIRST-TIME-ENTERING - Refers to a student's initial enrollment at an institution at a given general student level. See ENROLLMENT STATUS.

HIGH SCHOOL ENROLLMENT - Students who are enrolled simultaneously in a high school and an institution of higher education but have not yet graduated from high school. Fundable Credit for High School Student Enrollment:

1. Those credits in which high school students are enrolled as a part of a recognized college/high school cooperative vocational program.

2. Those on-campus credits for which high school students pay their own fees and enroll for higher education vocational or nonvocational credit in addition to their normal high school program. (Fees paid by the public school district, subdivision thereof, or any entity directly related thereto, will not meet the requirement of this definition).

NORMAL STUDENT LOAD - To be used for determining Full-Time-Equivalent Students (FTE) only. The number of credit hours required in order to complete the student program divided by the number of regular academic terms normally required for the program. For calculating and reporting full-time-equivalent (FTE) students on HEGIS and ADHE surveys, the following student load conventions will be used.

USE ONLY FOR DETERMING FTE

LEVEL	Sem. Cr. Hr. in Sem. or Qtr. Cr. Hr. in Qtr.*	Sem. Cr. Hr. in Qtr.*	Sem. or Qtr. Cr. Hr. in 8-Week Sum. Sess.	Short Term or Inter-Session
Lower Division; Upper Division	15	10	7.5	**
Master's, Intermediate; Doctoral	12	8	6	**
First Professional	***	***	***	***

*Includes ten-week summer session.
**Determined as 1.0 semester or quarter credit hour per week of short term or intersession.
***Institutionally determined on the basis of the requirements of the specific program.

OFF-CAMPUS - Refers to credit courses offered anywhere other than in the facilities or on the grounds of a four-year institution (or Branch Campus), or to students or faculty engaged in such activities. Community college courses offered anywhere outside the district in which the community college is located are considered off-campus. Included are expenditures for newspaper and television credit courses. Excluded are those instructional activities which are an integral part of on-campus instructional programs but take students away from the campus for a special learning experience, e.g., clinical experiences in health programs, practicums in student teaching, field work and internships. See CAMPUS and ON-CAMPUS.

DEFINITIONS (CONTINUED)
Column 4

ON-CAMPUS - Refers to courses taking place in the facilities or on the grounds of an institution, excluding community colleges, or to students or faculty engaged in such activities. Community College Courses offered inside the legal taxing district of the community college are considered on-campus. Excluded from on-campus are home study courses offered by means of radio, open circuit television, newspaper, correspondence. See CAMPUS and OFF-CAMPUS.

ON-SCHEDULE - Refers to courses offered on a schedule which generally corresponds with the regular academic term. At most institutions, the majority of courses are on-schedule. Included are evening courses which may not begin on the same date as day courses.

REPORTING UNIT STRUCTURE - The type of organization that identifies the institution for reporting purposes.

1. Single-Campus Institution - A postsecondary education institution that conducts its programs at a single site, a campus. It may, however, offer courses at sites away from the campus. See CAMPUS.

2. Main Campus - Usually the location of the core, primary, or most comprehensive program (in institutions consisting of a main campus and one or more residence centers). Unless the institution wide or central administrative office for such institutions is reported to be at a different location, the main campus is also the location of the central administrative office.

3. Branch Campus - As designated by the State Board of Higher Education. For reporting purposes, a facility of a postsecondary education institution which is organized on a relatively permanent basis (that is, has a relatively permanent administration), that offers an organized program or programs of study of at least two years, (as opposed to courses) and is located in a community different from that of the main campus of the institution.

4. Campus in a Multi-Campus System - An administratively equal campus in a complex of two or more institutions, each separately organized or independently complete, under the control or supervision of a single administrative body.

5. Central Administration - The administrative body or component that supervises the various administratively equal campuses in a multi-campus system.

DEFINITIONS (CONTINUED)
Column 5

STUDENT COUNTS (Enrollment Measures) - The recording or reporting of student data for internal and/or reporting purposes. The following two types of statistics are used:

Headcounts - A simple, unduplicated tally of all students by a characteristic, such as full-time/part-time, geographic origin, or age.

Student, full-time - a student who is enrolled for a number of credit hours at least equal to .75 times the applicable normal student load with the product rounded to the next larger whole number. Minimum numbers of credit hours required to be classified as Student, Full-Time are as follows:

USE ONLY FOR DETERMINING FULL-TIME STUDENT

Level	Sem. Cr. Hr. in Sem. or Qtr. Cr. Hr. in Qtr.*	Sem. Cr. Hr. in Qtr.*	Sem. or Qtr. Cr. Hr. in 8-Week Sum. Sess.	Short Term or Inter-Session
Lower Division; Upper Division	12	8	6	**
Master's; Intermediate; Doctoral	9	6	5	**
First Professional	***	***	***	***

*Includes ten-week summer session.
**Calculated as .75 times the Normal Student Load for the short-term or intersession (see NORMAL STUDENT LOAD) with the product rounded to the next larger whole number.
***Determined for each program as .75 times the Normal Student Load, with the product rounded to the next larger whole number.

Student, part-time - A student who is enrolled for a number of credit hours (or other units) which is less than that required for the student to be classified as Student, Full-Time.

Full-Time-Equivalent (FTE) - A constructed count (or measure) calculated by dividing the total number of credit hours generated at a given student level by the applicable normal student load. SEE NORMAL STUDENT LOAD.

STUDENT LEVEL - Refers to the proportion of total requirements a student has obtained, as of the census date, toward the completion of the degree/diploma or certificate program in which the student is enrolled. The following mutually exclusive student level categories will be used:

UNDERGRADUATE:

1. LOWER DIVISION - A student who a) is enrolled in a program(s), course(s) of study, or activity(ies) which leads to an associate degree (including three-year associate degree programs) or a bachelor's degree and has earned less that 60 semester credit hours; or b) is enrolled in an undergraduate occupational or vocational program(s) of three or fewer years' duration which results in formal recognition below the baccalaureate degree. (Typically, this individual would be classified as a freshman or a sophomore.) The following subdivisions may also be used:

DEFINITIONS (CONTINUED)
Column 6

(a) FRESHMAN - A lower division student who has earned fewer than 30 semester credit hours.

(b) SOPHOMORE - A lower division student who has earned at least 30 but less than 60 semester credit hours. (In institutions offering two-year or less programs, students who have earned 30 or more semester credit hours are classified as sophomores.)

2. UPPER DIVISION - A student who a) is not in an associate degree or occupational/vocational program(s), b) is enrolled in a bachelor's degree program, and c) has earned 60 semester credit hours. (Typically, this individual is classified as a junior or a senior.) This category includes a student in years three, four, or five of a five- year bachelor's degree program. The following subdivisions may also be used:

a. JUNIOR - A student who has earned at least 60 but less than 90 semester credit hours.

b. SENIOR - A student who has earned 90 or more semester credit hours.

3. UNCLASSIFIED PRE-BACCALAUREATE - A student who cannot be classified into on of the categories above because he or she is not enrolled in a program of study leading to a degree/diploma or certificate, even though taking courses with regular students. This category does not include students who have been admitted to pursue a degree but have not yet declared a major. This category does include students who have received an earned baccalaureate degree, have not been accepted by the institution for graduate-level study, and are taking undergraduate-level courses, such as teachers taking courses for certification.

FIRST PROFESSIONAL - A student who is enrolled in a first professional degree program. (See DEGREE/DIPLOMA/CERTIFICATE for an inclusive list of FIRST PROFESSIONAL DEGREE PROGRAMS.) A student enrolled in an undergraduate pre-professional curriculum or a student in one of the first two years corresponding to the undergraduate freshman or sophomore year of an integrated graduate professional degree program(s) should be classified as a lower division and not as a first professional student.

INSTRUCTIONS

1. Include in this report only students enrolled in on-campus, on-schedule credit courses as reported on ADHE Forms 02-1, 02-2, and 02-4 for the fall term. Total full-time and part-time students reported on LINE 12 of Form 05-0 should be the same numbers, in the corresponding categories of on-campus students, as were reported on ADHE Forms 02-1, 02-2, and 02-4. (Nonfundable high school enrollments and course auditors, for example, should be excluded.)

2. Enter on LINES 1 through 10 the number of students in each of the age categories by student level and load identified in COLUMNS A through L.

3. Use the chronological age of each individual as of the preceding July 1 (the age used by the Census Bureau in its Current Population Reports series).

4. Separately report full-time and part-time students for each student level. The category "Other Undergraduates" should include all students reported on ADHE Form 02-1 as Other Lower Division and Upper Division. "Graduate" should include all students reported on ADHE Form 02-2 as Master's, Specialist, and Doctoral.

5. On LINES 1 through 10 in COLUMNS M and N, enter the sum of all full-time students and the sum of all part-time students reported in COLUMNS A through L for each age category. Thus, in COLUMN M, LINE 1, the number of all full-time students under 18 years of age will be reported.

6. Every effort should be made to determine the age of all students. Enter on LINE 11 the number of students in each column for whom the correct age cannot be determined. It is expected that the number of students reported on LINE 11 will be small.

7. On LINE 12, enter the sum of LINES 1 through 11 for each column.

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE-5-0

AGE OF STUDENTS-UNDUPLICATED HEADCOUNT

FICE CODE _____

INSTITUTION NAME _____

TERM AND YEAR _____

COMPLETED BY _____

DATE COMPLETED _____

TELEPHONE NUMBER _____

AGE \ LEVEL	FIRST-TIME ENTERING UNDERGRADUATES		OTHER UNDERGRADUATES		UNCLASSIFIED PRE-BACCALAUREATE		FIRST PROFESSIONAL		GRADUATE		UNCLASSIFIED POST-BACCALAUREATE		TOTAL	
	Full-Time (A)	Part-Time (B)	Full-Time (C)	Part-Time (D)	Full-Time (E)	Part-Time (F)	Full-Time (G)	Part-Time (H)	Full-Time (I)	Part-Time (J)	Full-Time (K)	Part-Time (L)	Full-Time (M)	Part-Time (N)
UNDER 18 (01)														
18-19 (02)														
20-21 (03)														
22-24 (04)														
25-29 (05)														
30-34 (06)														
35-44 (07)														
45-54 (08)														
55-64 (09)														
65 and Over (10)														
Age Unknown (11)														
TOTAL (12)														

5-5

79

Oct. 80

INSTRUCTIONS AND DEFINITIONS FOR ADHE - 06-0 ABILITY DESCRIPTORS OF FIRST-TIME ENTERING UNDERGRADUATE STUDENTS

DEFINITIONS

ENROLLMENT STATUS - A student's current attendance status in a post-secondary education institution. The following mutually exclusive categories will be used:

1. FIRST-TIME-ENTERING UNDERGRADUATE STUDENT - A student entering any college for the first time ever. For reporting purposes, this category includes students enrolled in the fall term who entered college for the first time in the prior summer term and students who entered with advanced standing and may actually be classified beyond the freshman level at entry. A student will be reported in this category only once. This term should not be confused with First-Time-Entering Undergraduate Transfer Student.

FIRST-TIME-ENTERING - Refers to a student's initial enrollment at an institution at a given general student level. See ENROLLMENT STATUS.

GEOGRAPHIC ORIGIN - The legal residence of a student at the time of original admission to the institution. The following mutually exclusive categories will be used:

1. IN-DISTRICT (state community colleges only) - A student who had legal residence, at the time of original admission, within the district of the institution he or she attends.

2. IN-STATE - A student who attends a postsecondary education institution in the state in which he or she had legal residence at the time of original admission. If the institution also tabulates in-district student data, care should be exercised to avoid double-counting; in such a case, this category means Out-of-District and (but) In-State.

3. OUT-OF-STATE - A student who attends a post-secondary education institution outside of the state in which he or she had legal residence at the time of original admission. Foreign students are not included in this category.

4. FOREIGN - A student who attends a postsecondary education institution outside of the country in which he or she had legal residence at the time of original admission.

DEFINITIONS (CONTINUED)

Column 2

The in- and out-of-state student categories of this term should not be confused with "In-State Students" and "Out-of-State Students" as classified by Current Legal Residence. The former designations are for purposes of classifying a student's legal residence upon first admission, while the latter are for classifying a student's current legal residence, usually for tuition-and-fee purposes in state-supported institutions.

A student may be classified the same under both designations for his or her entire attendance at the reporting unit, or may be classified differently for geographic origin and for current legal residence. The primary difference between the two designations is that the student's original legal residence (i.e., geographic origin) never changes while in attendance at the same institution, irrespective of the passage of time or tuition and fee considerations, while his or her current legal residence can be changed.

INSTRUCTIONS

FOR FOUR-YEAR INSTITUTIONS ADHE 06-0, PART A, LINE 13, COLUMN C SHOULD EQUAL LINE 01, COLUMN A ON ADHE 02-0.

1. Include all first-time-entering undergraduate students enrolled as of the census date for fall on-campus and on-schedule credit courses, as reported on ADHE Form 02-0.

   All four-year institutions should complete ADHE 06-0. Each part of ADHE 06-0 should be completed by each institution. Enter "0" for test score information that is not collected. The total lines for Parts A and C (LINE 13 on Part A and LINE 08 on Part C) should include the same numbers for COLUMNS A, B, and C.

Part A: Cumulative High School Grade Point Average

2. Enter in each of the decile rows the number of in-state students, out-of-state students, and total students whose high school class rank places them in that category. The students should be classified as Arkansas according to Geographic Origin as reported on ADHE Form 07-1, COLUMNS A and B. The student's decile rank in his/her high school graduating class is the descriptor sought.

INSTRUCTIONS (CONTINUED)
Column 2

3. Rank-in-class should be calculated for either 3 1/2 years (grades 9, 10, 11 and the first half of the senior year) or four years (grades 9, 10, 11 and 12). While the four year average is somewhat preferable, the 3 1/2 year average is acceptable either for students making application before completing high school or for students who have already completed high school.

4. Rank-in-class should be placed on each graduating students' rank from the top of the class and the bottom number being the number of students in the class. (Example: Mary Jones is the 32nd student from the top in her calss of 168 and her rank is expressed as 32/168.)

5. Rank-in-class should be plaed on all transcripts sent in the future, even, where possible, for students who have graduated in previous years.

6. ONLY students for whom no class rank is available should be reported on LINE 12. Enter on LINE 13 the sum of LINES 11 and 12 for each column.

Part B: Standardized Test Requirements

7. Answer "yes" if you do require the test scores whether or not the score is used as a criterion for admission. If <u>either</u> the SAT scores <u>or</u> ACT scores are required, answer "yes" on both questions and write "or" between question 1 and question 2.

Part C: ACT Composite Scores

8. Enter on LINES 1 through 4 the number of students, by Geographic Origin, with scores in each of the ACT score intervals.

9. The number of students for whom no ACT score was reported to the institution should be entered on LINE 6.

10. Some students may have submitted more than one ACT score. Only the highest ACT score should be included. Do not report duplicate test scores.

11. Enter on LINE 7 the total of LINES 5 and 6 for each column.

12. On LINE 8, "AVERAGE SCORE," enter the arithmetic mean of all <u>reported</u> ACT scores in each column. Only the highest ACT score for each student is to be used in computing the mean and only scores used in reporting information for LINES 1 through 4 are to be averaged.

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE - 06-0
ABILITY DESCRIPTORS OF FIRST-TIME-
ENTERING UNDERGRADUATE STUDENTS
(See Instructions)

FICE CODE _ _ _ _ _ _

COMPLETED BY_____

INSTITUTION_____

DATE COMPLETED_____

TERM AND YEAR_____

TELEPHONE NO._____

PART A: HIGH SCHOOL RANK

DECILE		ARKANSAS (A)	OUT-OF STATE (B)	TOTAL (C)
HIGHTEST 10%	(01)			
NINTH 10%	(02)			
EIGHTH 10%	(03)			
SEVENTH 10%	(04)			
SIXTH 10%	(05)			
FIFTH 10%	(06)			
FOURTH 10%	(07)			
THIRD 10%	(08)			
SECOND 10%	(09)			
LOWEST 10%	(10)			
SUBTOTAL	(11)			
UNKNOWN	(12)			
TOTAL	(13)			

PART B: STANDARDIZED TEST REQUIREMENTS (CHECK THE APPROPRIATE BOX)

DOES YOUR INSTITUTION REQUIRE ENTERING STUDENTS TO SUBMIT

1. SAT SCORES? ___ YES ___ NO

2. ACT SCORES? ___ YES ___ NO

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE-6-0

ABILITY DESCRIPTORS OF FIRST-TIME ENTERING UNDERGRADUATE STUDENTS

(See Instructions)

FICE Code _ _ _ _ _ _

Completed by_____

Institution Name_____

Date Completed_____

Term and Year_____

Telephone Number_____

PART C: ACT COMPOSITE SCORES

Score Interval		Arkansas (A)	Out-of-State (B)	Total (C)
26-36	(01)			
21-25	(02)			
16-20	(03)			
1-15	(04)			
Subtotal	(05)			
No ACT Score	(06)			
TOTAL	(07)			
Average Score	(08)			

INSTRUCTIONS AND DEFINITIONS FOR ADHE - 07-1 AND ADHE - 07-2 GEOGRAPHIC ORIGIN OF UNDERGRADUATE STUDENTS, AND INSTITUTIONAL ORIGIN OF UNDERGRADUATE TRANSFER STUDENTS AND GRADUATE STUDENTS

DEFINITIONS

ENROLLMENT STATUS - A student's current attendance status in a post-secondary education institution. The following mutually exclusive categories will be used:

1. FIRST-TIME-ENTERING UNDERGRADUATE STUDENT - A student entering any college for the first time ever. For reporting purposes, this category includes students enrolled in the fall term who entered college for the first time in the prior summer term and students who entered with advanced standing and may actually be classified beyond the freshman level at entry. A student will be reported in this category only once. This term should not be confused with First-Time-Entering Undergraduate Transfer Student.

2. OTHER FIRST YEAR STUDENTS - Students who entered college prior to the fall reporting period and who are not classified as sophomores or as first-time-entering undergraduate students.

3. ENTERING UNDERGRADUATE TRANSFER STUDENT - An undergraduate student entering the institution for the first time with academic credit attempted or earned at another institution (whether or not the credit is accepted by the institution to which the student transfers). For reporting purposes, this category includes students enrolled in the fall term, who first enrolled as transfer students in the prior summer term.

4. FIRST-TIME-ENTERING GRADUATE STUDENT - A student who has been awarded an earned baccalaureate or first professional degree and who is entering any institution classified as a graduate level student for the first time. "Graduate Student" includes students enrolled at any level of graduate study - Master's, Specialist, or Doctoral (See STUDENT LEVEL). For reporting purposes, this category includes students enrolled in the fall term who enrolled as graduate students for the first time in the prior summer term. The student may have been enrolled previously as an undergraduate or first professional student at the reporting institution.

DEFINITIONS (CONTINUED)
Column 2

5. FIRST-TIME-ENTERING FIRST PROFESSIONAL STUDENT - A student entering any institution classified for the first time as a first professional student (See STUDENT LEVEL). The student may have been enrolled as an undergraduate or graduate student at the reporting institution. For reporting purposes, this category includes students enrolled in the fall term who enrolled as first professional students for the first time in the prior summer term.

6. CONTINUING STUDENT - A student previously enrolled at the same general student level (i.e., undergraduate, first professional, graduate) during the previous regular academic term at the reporting institution. Disregard summer session and other special sessions not considered to be part of the academic year.

7. READMITTED STUDENT - A student previously enrolled at the same general student level at the institution but not enrolled during the regular academic term immediately preceding the current term. Disregard summer session and other special sessions not considered to be part of the academic year.

FIRST-TIME-ENTERING - Refers to a student's initial enrollment at an institution at a given general student level. See ENROLLMENT STATUS.

GEOGRAPHIC ORIGIN - The legal residence of a student at the time of original admission to the institution. The following mutually exclusive categories will be used:

1. IN-DISTRICT (state community colleges only) - A student who had legal residence, at the time of original admission, within the district of the institution he or she attends.

2. IN-STATE - A student who attends a postsecondary education institution in the state in which he or she had legal residence at the time of original admission. If the institution also tabulates in-district student data, care should be exercised to avoid double-counting; in such a case, this category means Out-of-District and (but) In-State.

DEFINITIONS (CONTINUED)
Column 3

3. OUT-OF-STATE - A student who attends a postsecondary education institution outside of the state in which he or she had legal residence at the time of original admission. Foreign students are not included in this category.

4. FOREIGN - A student who attends a postsecondary education institution outside of the country in which he or she had legal residence at the time of original admission.

The in- and out-of-state student categories of this term should not be confused with "In-State Students" and "Out-of-State Students" as classified by Current Legal Residence. The former designations are for purposes of classifying a student's legal residence upon first admission, while the latter are for classifying a student's current legal residence, usually for tuition-and-fee purposes in state-supported institutions.

A student may be classified the same under both designations for his or her entire attendance at the reporting unit, or may be classified differently for geographic origin and for current legal residence. The primary difference between the two designations is that the student's original legal residence (i.e., geographic origin) never changes while in attendance at the same institution, irrespective of the passage of time or tuition and fee considerations, while his or her current legal residence can be changed.

HIGH SCHOOL ENROLLMENT - Students who are enrolled simultaneously in a high school and an institution of higher education but have not yet graduated from high school. Fundable Credit for High School Student Enrollment:

1. Those credits in which high school students are enrolled as a part of a recognized college/high school cooperative vocational program.

2. Those on-campus credits for which high school students pay their own fees and enroll for higher education vocational or nonvocational credit in addition to their normal high school program. (Fees paid by the public school district, subdivision thereof, or any entity directly related thereto, will not meet the requirement of this definition).

DEFINITIONS (CONTINUED)
Column 4

STUDENT LEVEL - Refers to the proportion of total requirements a student has obtained, as of the census date, toward the completion of the degree/diploma or certificate program in which the student is enrolled. The following mutually exclusive student level categories will be used:

UNDERGRADUATE:

1. LOWER DIVISION - A student who a) is enrolled in a program(s), course(s) of study, or activity(ies) which leads to an associate degree (including three-year associate degree programs) or a bachelor's degree and has earned less that 60 semester credit hours; or b) is enrolled in an undergraduate occupational or vocational program(s) of three or fewer years' duration which results in formal recognition below the baccalaureate degree. (Typically, this individual would be classified as a freshman or a sophomore.) The following subdivisions may also be used:

   (a) FRESHMAN - A lower division student who has earned fewer than 30 semester credit hours.

   (b) SOPHOMORE - A lower division student who has earned at least 30 but less than 60 semester credit hours. (In institutions offering two-year or less programs, students who have earned 30 or more semester credit hours are classified as sophomores.)

2. UPPER DIVISION - A student who a) is not in an associate degree or occupational/vocational program(s), b) is enrolled in a bachelor's degree program, and c) has earned 60 semester credit hours. (Typically, this individual is classified as a junior or a senior.) This category includes a student in years three, four, or five of a five- year bachelor's degree program. The following subdivisions may also be used:

   a. JUNIOR - A student who has earned at least 60 but less than 90 semester credit hours.

   b. SENIOR - A student who has earned 90 or more semester credit hours.

DEFINITIONS (CONTINUED
Column 5

3. UNCLASSIFIED PRE-BACCALAUREATE - A student who cannot be classified into on of the categories above because he or she is not enrolled in a program of study leading to a degree/diploma or certificate, even though taking courses with regular students. This category does not include students who have been admitted to pursue a degree but have not yet declared a major. This category does include students who have received an earned baccalaureate degree, have not been accepted by the institution for graduate-level study, and are taking undergraduate-level courses, such as teachers taking courses for certification.

FIRST PROFESSIONAL - A student who is enrolled in a first professional degree program. (See DEGREE/ DIPLOMA/CERTIFICATE for an inclusive list of FIRST PROFESSIONAL DEGREE PROGRAMS.) A student enrolled in an undergraduate pre-professional curriculum or a student in one of the first two years corresponding to the undergraduate freshman or sophomore year of an integrated graduate professional degree program(s) should be classified as a lower division and not as a first professional student.

GRADUATE:

1. MASTER'S - A student who has received an earned baccalaureate degree, has been accepted for graduate-level study, and:

   a. Who is enrolled in a master's degree program, or

   b. Who is enrolled in a doctoral program but has earned less that 30 semester credit hours in graduate course work.

2. SPECIALIST - A student who has received an earned baccalaureate degree and is enrolled in a specialist degree program.

3. DOCTORAL - A student who has received a master's or specialist degree, or has earned at least 30 semester credit hours in graduate course work, and who is enrolled in a doctoral degree program.

4. UNCLASSIFIED POST-BACCALAUREATE - A student who has been awarded an earned baccalaureate degree and who is eligible to enroll in credit courses at the graduate or other post-baccalaureate level but who cannot be classified into one of the categories above because he or she has not been accepted by the institution for graduate-level study.

INSTRUCTIONS

1. Include only students enrolled in credit courses offered on-campus and on-schedule as reported on ADHE Form 02-1 and 02-2 for the fall term., (Exclude nonfundable high school enrollments and course auditors.)

ADHE 07-1: Geographic Origin of Undergraduate Students

2. For each county in Arkansas and for each of the other forty-nine states as listed, enter in COLUMN A the number of full-time and in COLUMN B the number of part-time first-time-entering undergraduate students enrolled as of the fall term census date.

3. Enter the total full-time and total part-time first-time-entering undergraduate students whose geographic origin is a U.S. Territory on LINE 128 and those whose geographic origin is a foreign country on LINE 129.

4. "Other undergraduates," COLUMNS C and D, should include those students reported as "other lower division," "upper division" and "unclassified pre-baccalaureate" on ADHE Form 02-1 and 02-2. Every effort should be made to determine the geographic origin of all students. For those students for whom this information is unknown, please report the number on LINE 130. It is expected that the number on this line will be small.

5. COLUMN E is the sum of COLUMNS A and C. COLUMN F is the sum of COLUMNS B and D.

6. Enter on LINE 131, the sum of LINES 76, 127, 128, 129, and 130 for each column.

ADHE 07-2: Institutional Origin of Undergraduate Transfer Students and of Graduate Students

7. First-time-entering undergraduate transfer students will be reported twice: on Form 07-1 as "Other Undergraduates" as to geographic origin; and on Form 07-2 as to institutional origin.

8. For first-time-entering undergraduate transfer students and first-time-entering graduate students, enter the number of full-time and part-time students transferring (undergraduates) or entering (graduates) from each Arkansas postsecondary institution listed.

9. For graduate students, report the institution from which the student received his/her most recent baccalaureate degree.

10. Undergraduate students transferring or graduate students entering from an Arkansas postsecondary education institution not listed should be reported on LINE 36.

INSTRUCTIONS (CONTINUED)

Column 2

11. Enter on LINE 37, the sum of LINES 10, 21, 25, 35, and 36 for each column.

12. Students entering the institution for the first time who are transferring credits earned at institutions located outside the State of Arkansas and first-time-entering graduate students earning baccalaureate or first professional degrees at an institution located outside the State of Arkansas should be reported according to the state in which the institution (at which the credits or degrees were earned) is located. For students transferring credits or with degrees earned at institutions located in more than one state, please report according to the institution of most recent enrollment.

13. "Other" graduate students reported in COLUMN E should be the total on-campus graduate students reported on ADHE Form 02-2 (including unclassified post-baccalaureate) minus the first-time-entering graduate students reported in COLUMN D. These students should be reported according to the same procedures specified above.

14. Report as "Unknown", on LINE 91, those students for whom institutional origin is not known. It is expected that the number of students reported in this category will be small. Enter on LINE 92 the sum of LINES 37, 88, 89, 90, and 91 for each column.

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE - 07-1
GEOGRAPHIC ORIGIN OF
UNDERGRADUATE STUDENTS
(See Instructions)

FICE CODE _ _ _ _ _ _

INSTITUTION_____

TERM AND YEAR_____

COMPLETED BY_____

DATE COMPLETED_____

TELEPHONE NO._____

CODE	GEOGRAPHIC ORIGIN DESCRIPTION	FIRST-TIME-ENTERING UNDERGRADUATES FULL-TIME (A)	FIRST-TIME-ENTERING UNDERGRADUATES PART-TIME (B)	OTHER UNDERGRADUATES FULL-TIME (C)	OTHER UNDERGRADUATES PART-TIME (D)	TOTAL FULL-TIME (E)	TOTAL PART-TIME (F)
	Arkansas (By County)						
001	Arkansas (01)						
002	Ashley (02)						
003	Baxter (03)						
004	Benton (04)						
005	Boone (05)						
006	Bradley (06)						
007	Calhoun (07)						
008	Carroll (08)						
009	Chicot (09)						
010	Clark (10)						
011	Clay (11)						
012	Cleburne (12)						
013	Cleveland (13)						
014	Columbia (14)						
015	Conway (15)						
016	Craighead (16)						
017	Crawford (17)						
018	Crittenden (18)						
019	Cross (19)						
020	Dallas (20)						
021	Desha (21)						
022	Drew (22)						
023	Faulkner (23)						
024	Franklin (24)						
025	Fulton (25)						
026	Garland (26)						
027	Grant (27)						
028	Greene (28)						
029	Hempstead (29)						
030	Hot Spring (30)						

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE - 07-1
GEOGRAPHIC ORIGIN OF
UNDERGRADUATE STUDENTS
(See Instructions)

FICE CODE _ _ _ _ _ _ _

INSTITUTION_____

TERM AND YEAR_____

COMPLETED BY_____

DATE COMPLETED_____

TELEPHONE NO._____

CODE	GEOGRAPHIC ORIGIN DESCRIPTION	FIRST-TIME-ENTERING UNDERGRADUATES FULL-TIME (A)	FIRST-TIME-ENTERING UNDERGRADUATES PART-TIME (B)	OTHER UNDERGRADUATES FULL-TIME (C)	OTHER UNDERGRADUATES PART-TIME (D)	TOTAL FULL-TIME (E)	TOTAL PART-TIME (F)
031	Howard (31)						
032	Independence (32)						
033	Izard (33)						
034	Jackson (34)						
035	Jefferson (35)						
036	Johnson (36)						
037	Lafayette (37)						
038	Lawrence (38)						
039	Lee (39)						
040	Lincoln (40)						
041	Little River (41)						
042	Logan (42)						
043	Lonoke (43)						
044	Madison (44)						
045	Marion (45)						
046	Miller (46)						
047	Mississippi (47)						
048	Monroe (48)						
049	Montgomery (49)						
050	Nevada (50)						
051	Newton (51)						
052	Ouachita (52)						
053	Perry (53)						
054	Phillips (54)						
055	Pike (55)						
056	Poinsett (56)						
057	Polk (57)						
058	Pope (58)						
059	Prarie (59)						
060	Pulaski (60)						
061	Randolph (61)						

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE - 07-1
GEOGRAPHIC ORIGIN OF
UNDERGRADUATE STUDENTS
(See Instructions)

FICE CODE _ _ _ _ _ _ _

INSTITUTION_____

TERM AND YEAR_____

COMPLETED BY_____

DATE COMPLETED_____

TELEPHONE NO._____

CODE	GEOGRAPHIC ORIGIN DESCRIPTION	FIRST-TIME-ENTERING UNDERGRADUATES FULL-TIME (A)	FIRST-TIME-ENTERING UNDERGRADUATES PART-TIME (B)	OTHER UNDERGRADUATES FULL-TIME (C)	OTHER UNDERGRADUATES PART-TIME (D)	TOTAL FULL-TIME (E)	TOTAL PART-TIME (F)
062	Saline (62)						
063	Scott (63)						
064	Searcy (64)						
065	Sebastian (65)						
066	Sevier (66)						
067	Sharp (67)						
068	St. Francis (68)						
069	Stone (69)						
070	Union (70)						
071	Van Buren (71)						
072	Washington (72)						
073	White (73)						
074	Woodruff (74)						
075	Yell (75)						
080	SUBTOTAL (AR) (76)						
	OUT-OF-STATE (By State)						
910	Alabama (77)						
911	Alaska (78)						
912	Arizona (79)						
914	California (80)						
915	Colorado (81)						
916	Connecticut (82)						
917	Delaware (83)						
918	Dist. of Colum. (84)						
919	Florida (85)						
920	Georgia (86)						
921	Hawaii (87)						
922	Idaho (88)						
923	Illinois (89)						
924	Indiana (90)						
925	Iowa (91)						

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE - 07-1
GEOGRAPHIC ORIGIN OF
UNDERGRADUATE STUDENTS
(See Instructions)

FICE CODE _ _ _ _ _ _ _

INSTITUTION_____

TERM AND YEAR_____

COMPLETED BY_____

DATE COMPLETED_____

TELEPHONE NO._____

	GEOGRAPHIC ORIGIN	FIRST-TIME-ENTERING UNDERGRADUATES		OTHER UNDERGRADUATES		TOTAL	
CODE	DESCRIPTION	FULL-TIME (A)	PART-TIME (B)	FULL-TIME (C)	PART-TIME (D)	FULL-TIME (E)	PART-TIME (F)
926	Kansas (92)						
927	Kentucky (93)						
928	Louisiana (94)						
929	Maine (95)						
930	Maryland (96)						
931	Massachusettes (97)						
932	Michigan (98)						
933	Minnesota (99)						
934	Mississippi (100)						
935	Missouri (101)						
936	Montana (102)						
937	Nebraska (103)						
938	Nevada (104)						
939	New Hampshire (105)						
940	New Jersey (106)						
941	New Mexico (107)						
942	New York (108)						
943	North Carolina (109)						
944	North Dakota (110)						
945	Ohio (111)						
946	Oklahoma (112)						
947	Oregon (113)						
948	Pennsylvania (114)						
949	Rhode Island (115)						
950	South Carolina (116)						
951	South Dakota (117)						
952	Tennessee (118)						
953	Texas (119)						
954	Utah (120)						
955	Vermont (121)						
956	Virginia (122)						

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE - 07-1
GEOGRAPHIC ORIGIN OF
UNDERGRADUATE STUDENTS
(See Instructions)

FICE CODE _ _ _ _ _ _

INSTITUTION_____

TERM AND YEAR_____

COMPLETED BY_____

DATE COMPLETED_____

TELEPHONE NO._____

CODE	GEOGRAPHIC ORIGIN DESCRIPTION	FIRST-TIME-ENTERING UNDERGRADUATES FULL-TIME (A)	FIRST-TIME-ENTERING UNDERGRADUATES PART-TIME (B)	OTHER UNDERGRADUATES FULL-TIME (C)	OTHER UNDERGRADUATES PART-TIME (D)	TOTAL FULL-TIME (E)	TOTAL PART-TIME (F)
957	Washington (123)						
958	West Virginia (124)						
959	Wisconsin (125)						
960	Wyoming (126)						
965	SUBTOTAL (Out-of-State) (127)						
970	U.S. TERRITORIES (128)						
980	FOREIGN COUNTRIES (129)						
990	UNKNOWN (130)						
999	GRAND TOTAL (131)						

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE - 07-2
INSTITUTIONAL ORIGIN OF UNDERGRADUATE
TRANSFER STUDENTS AND
GRADUATE STUDENTS

FICE CODE _ _ _ _ _ _ _

COMPLETED BY_____

INSTITUTION_____

DATE COMPLETED_____

TERM AND YEAR_____

TELEPHONE NO._____

CODE	INSTITUTIONAL ORIGIN DESCRIPTION	ENTERING UNDER-GRADUATE TRANSFER STUDENTS LOWER DIVISION (A)	UPPER DIVISION (B)	UNCLASS. PRE-BACC. (C)	GRADUATE STUDENTS FIRST-TIME ENTERING (D)	OTHER (E)
	STATE TWO-YEAR					
301	ASU-Beebe Branch (01)					
302	East. Ark. Comm. Col. (02)					
303	Garland Co. Comm. Col. (03)					
304	Mississippi Co. Comm. Col. (04)					
305	North Ark. Comm. Col. (05)					
306	Phillips Co. Comm. Col. (06)					
307	SAU-El Dorado Branch (07)					
308	SAU-Tech Branch (08)					
309	West Ark. Comm. Col. (09)					
300	SUBTOTAL State-Two-Year (10)					
	STATE FOUR-YEAR					
101	Arkansas State Univ. (11)					
102	Arkansas Tech Univ. (12)					
103	Henderson State Univ. (13)					
104	Southern Arkansas Univ. (14)					
105	Univ. of Central Arkansas (15)					
106	Univ. of Arkansas (16)					
107	U of A at Little Rock (17)					
108	U of A - Monticello (18)					
109	U of A - Pine Bluff (19)					
110	U of A Med. Sci. (20)					
100	SUBTOTAL: State Four-Year (21)					
	INDEPENDENT TWO-YEAR					
601	Crowley's Ridge Jr. Col. (22)					
602	Shorter College (23)					
603	Southern Baptist Col. (24)					
600	SUBTOTAL: Ind. Two-Year (25)					

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE - 07-2
INSTITUTIONAL ORIGIN OF UNDERGRADUATE TRANSFER STUDENTS AND GRADUATE STUDENTS

FICE CODE _ _ _ _ _ _ _

INSTITUTION_____

TERM AND YEAR_____

COMPLETED BY_____

DATE COMPLETED_____

TELEPHONE NO._____

CODE	INSTITUTIONAL ORIGIN DESCRIPTION	ENTERING UNDER-GRADUATE TRANSFER STUDENTS			GRADUATE STUDENTS	
		LOWER DIVISION (A)	UPPER DIVISION (B)	UNCLASS. PRE-BACC. (C)	FIRST-TIME ENTERING (D)	OTHER (E)
	INDEPENDENT FOUR-YEAR					
402	Arkansas Baptist Col. (26)					
403	Arkansas College (27)					
404	Central Baptist Col. (28)					
405	College of the Ozarks (29)					
406	Harding College (30)					
407	Hendrix College (31)					
408	John Brown Univ. (32)					
409	Ouachita Baptist Univ. (33)					
410	Philander Smith Col. (34)					
400	SUBTOTAL: Ind. Four-Year (35)					
780	Other Ark. Institutions (36)					
790	TOTAL: Ark. Institutions (37)					
	OUT-OF-STATE (By State)					
910	Alabama (38)					
911	Alaska (39)					
912	Arizona (40)					
914	California (41)					
915	Colorado (42)					
916	Connecticut (43)					
917	Delaware (44)					
918	District of Columbia (45)					
919	Florida (46)					
920	Georgia (47)					
921	Hawaii (48)					
922	Idaho (49)					
923	Illinois (50)					
924	Indiana (51)					
925	Iowa (52)	—				

1.0
1.1
1.25
1.4
1.6
2.8
3.2
3.6
4.0
2.5
2.2
2.0
1.8
MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS
STANDARD REFERENCE MATERIAL 1010a
(ANSI and ISO TEST CHART No. 2)

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE - 07-2
INSTITUTIONAL ORIGIN OR UNDERGRADUATE
TRANSFER STUDENTS AND
GRADUATE STUDENTS

FICE CODE _ _ _ _ _ _ _

INSTITUTION_____

TERM AND YEAR_____

COMPLETED BY_____

DATE COMPLETED_____

TELEPHONE NO._____

INSTITUTIONAL ORIGIN		ENTERING UNDER-GRADUATE TRANSFER STUDENTS			GRADUATE STUDENTS	
CODE	DESCRIPTION	LOWER DIVISION (A)	UPPER DIVISION (B)	UNCLASS. PRE-BACC. (C)	FIRST-TIME ENTERING (D)	OTHER (E)
926	Kansas (53)					
927	Kentucky (54)					
928	Louisiana (55)					
929	Maine (56)					
930	Maryland (57)					
931	Massachusettes (58)					
932	Michigan (59)					
933	Minnesota (60)					
934	Mississippi (61)					
935	Missouri (62)					
936	Montana (63)					
937	Nebraska (64)					
938	Nevada (65)					
939	New Hampshire (66)					
940	New Jersey (67)					
941	New Mexico (68)					
942	New York (69)					
943	North Carolina (70)					
944	North Dakota (71)					
945	Ohio (72)					
946	Oklahoma (73)					
947	Oregon (74)					
948	Pennsylvania (75)					
949	Rhode Island (76)					
950	South Carolina (77)					
951	South Dakota (78)					
952	Tennessee (79)					
953	Texas (80)					

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE - 07-2
INSTITUTIONAL ORIGIN OF UNDERGRADUATE
TRANSFER STUDENTS AND
GRADUATE STUDENTS

FICE CODE _ _ _ _ _ _ _

INSTITUTION_____

TERM AND YEAR_____

COMPLETED BY_____

DATE COMPLETED_____

TELEPHONE NO._____

	INSTITUTIONAL ORIGIN		ENTERING UNDER-GRADUATE TRANSFER STUDENTS			GRADUATE STUDENTS	
CODE	DESCRIPTION		LOWER DIVISION (A)	UPPER DIVISION (B)	UNCLASS. PRE-BACC. (C)	FIRST-TIME ENTERING (D)	OTHER (E)
954	Utah	(81)					
955	Vermont	(82)					
956	Virginia	(83)					
957	Washington	(84)					
958	West Virginia	(85)					
959	Wisconsin	(86)					
960	Wyoming	(87)					
965	SUBTOTAL Out-of-State	(88)					
970	U.S. TERRITORIES	(89)					
980	FOREIGN COUNTRIES	(90)					
990	UNKNOWN	(91)					
999	GRAND TOTAL	(92)					

INSTRUCTIONS AND DEFINITIONS FOR ADHE - 07-3 INSTITUTIONAL ORIGIN OF FIRST PROFESSIONAL STUDENTS BY PROGRAM

DEFINITIONS

DEGREE/DIPLOMA/CERTIFICATE - An award or title conferred upon an individual for the completion of a program or courses of study. Additionally, an honorary degree/diploma/certificate may be awarded to an individual in recognition of his or her public service and/or distinguished career-related endeavors. The following mutually exclusive categories will be used:

FIRST PROFESSIONAL DEGREE - The first earned degree in a professional field. The following degrees in specific professional programs are included:

a. Chiropractic (DCM or DC)
b. Dentistry (DDS or DMD)
c. Law, General (LLB or JD)
d. Medicine (MD)
e. Optometry (OD)
f. Osteopathic Medicine (DO)
g. Pharmacy (D Phar)
h. Podiatry (Pod D, DP, or PM)
i. Theological Professions, General (BD, M Div, Rabbi)
j. Veterinary Medicine (DVM)

ENROLLMENT STATUS - A student's current attendance status in a post-secondary education institution. The following mutually exclusive categories will be used:

1. FIRST-TIME-ENTERING UNDERGRADUATE STUDENT - A student entering any college for the first time ever. For reporting purposes, this category includes students enrolled in the fall term who entered college for the first time in the prior summer term and students who entered with advanced standing and may actually be classified beyond the freshman level at entry. A student will be reported in this category only once. This term should not be confused with First-Time-Entering Undergraduate Transfer Student.

2. OTHER FIRST YEAR STUDENTS - Students who entered college prior to the fall reporting period and who are not classified as sophomores or as first-time-entering undergraduate students.

DEFINITIONS (CONTINUED)
Column 2

3. ENTERING UNDERGRADUATE TRANSFER STUDENT - An undergraduate student entering the institution for the first time with academic credit attempted or earned at another institution (whether or not the credit is accepted by the institution to which the student transfers). For reporting purposes, this category includes students enrolled in the fall term, who first enrolled as transfer students in the prior summer term.

4. FIRST-TIME-ENTERING GRADUATE STUDENT - A student who has been awarded an earned baccalaureate or first professional degree and who is entering any institution classified as a graduate level student for the first time. "Graduate Student" includes students enrolled at any level of graduate study - Master's, Specialist, or Doctoral (See STUDENT LEVEL). For reporting purposes, this category includes students enrolled in the fall term who enrolled as graduate students for the first time in the prior summer term. The student may have been enrolled previously as an undergraduate or first professional student at the reporting institution.

5. FIRST-TIME-ENTERING FIRST PROFESSIONAL STUDENT - A student entering any institution classified for the first time as a first professional student (See STUDENT LEVEL). The student may have been enrolled as an undergraduate or graduate student at the reporting institution. For reporting purposes, this category includes students enrolled in the fall term who enrolled as first professional students for the first time in the prior summer term.

6. CONTINUING STUDENT - A student previously enrolled at the same general student level (i.e., undergraduate, first professional, graduate) during the previous regular academic term at the reporting institution. Disregard summer session and other special sessions not considered to be part of the academic year.

7. READMITTED STUDENT - A student previously enrolled at the same general student level at the institution but not enrolled during the regular academic term immediately preceding the current term. Disregard summer session and other special sessions not considered to be part of the academic year.

DEFINITIONS (CONTINUED)
Column 3

FIRST-TIME-ENTERING - Refers to a student's initial enrollment at an institution at a given general student level. See ENROLLMENT STATUS.

STUDENT LEVEL - Refers to the proportion of total requirements a student has obtained, as of the census date, toward the completion of the degree/diploma or certificate program in which the student is enrolled. The following student level category will be used:

FIRST PROFESSIONAL - A student who is enrolled in a first professional degree program. (See DEGREE/ DIPLOMA/CERTIFICATE for an inclusive list of FIRST PROFESSIONAL DEGREE PROGRAMS.) A student enrolled in an undergraduate pre-professional curriculum or a student in one of the first two years corresponding to the undergraduate freshman or sophomore year of an integrated graduate professional degree program(s) should be classified as a lower division and not as a first professional student.

GRADUATE:

1. MASTER'S - A student who has received an earned baccalaureate degree, has been accepted for graduate-level study, and:

   a. Who is enrolled in a master's degree program, or

   b. Who is enrolled in a doctoral program but has earned less that 30 semester credit hours in graduate course work.

2. SPECIALIST - A student who has received an earned baccalaureate degree and is enrolled in a specialist degree program.

3. DOCTORAL - A student who has received a master's or specialist degree, or has earned at least 30 semester credit hours in graduate course work, and who is enrolled in a doctoral degree program.

4. UNCLASSIFIED POST-BACCALAUREATE - A student who has been awarded an earned baccalaureate degree and who is eligible to enroll in credit courses at the graduate or other post-baccalaureate level but who cannot be classified into one of the categories above because he or she has not been accepted by the institution for graduate-level study.

INSTRUCTIONS

1. Use additional Forms 07-3 if more than two first professional programs are offered by the institution. Identify each program in the space provided after "Program Name" and enter the appropriate HEGIS Code. Report students enrolled in those programs listed in the accompanying definition for First Professional Degree.

2. Include in this report only students enrolled in credit courses offered on-campus and on-schedule as reported on ADHE Form 02-4 for the fall term.

3. For each first professional program offered by the institution, please report on LINES 1 through 21 the institutional origin (institution at which the most recently earned degree was awarded), if located in Arkansas, for first-time-entering first professional students and "Other" first professional students.

4. The number of "Other" first professional students equals total on-campus first professional students reported on ADHE Form 02-4 minus first-time-entering first professional students, as reported in COLUMN A (or C) of Form 07-3.

5. For first professional students whose most recently earned degree was awarded by an institution located outside Arkansas, report on LINES 23 through 72 according to the state or other location in which the institution was located.

6. Students for whom institutional origin is not known should be reported as "Unknown" on LINE 76. It is expected that the number of students reported in this category will be limited.

7. Enter on LINE 77, the sum of LINES 22, 73, 74, 75, and 76 for each column.

8. Use additional copies of Form 07-3 if your institution offers more than two First Professional Programs.

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

DHE-07-3
INSTITUTION ORIGIN OF FIRST PROFESSIONAL STUDENTS BY PROGRAM
(See Instructions)

FICE CODE _ _ _ _ _ _

INSTITUTION _____

TERM AND YEAR _____

COMPLETED BY _____

DATE COMPLETED _____

TELEPHONE NO. _____

INSTITUTIONAL ORIGIN		PROGRAM NAME: _____ HEGIS CODE: _ _ _ _		PROGRAM NAME: _____ HEGIS CODE: _ _ _ _	
CODE	DESCRIPTION	FIRST-TIME-ENTERING STUDENTS (A)	OTHER STUDENTS (B)	FIRST-TIME-ENTERING STUDENTS (C)	OTHER STUDENTS (D)
	STATE FOUR YEAR				
101	Arkansas State Univ. (01)				
102	Arkansas Tech Univ. (02)				
103	Henderson State Univ. (03)				
104	Southern Ark. Univ. (04)				
105	Univ. of Central Arkansas (05)				
106	Univ. of Arkansas (06)				
107	Univ. of Ark. at L. Rock (07)				
108	Univ. of Ark.-Monticello (08)				
109	Univ. of Ark.-Pine Bluff (09)				
110	U of A Medical Sciences (10)				
200	SUBTOTAL: State Four-Year (11)				
	INDEPENDENT-FOUR YEAR				
402	Ark. Baptist College (12)				
403	Arkansas College (13)				
404	College of the Ozarks (14)				
405	Harding College (15)				
406	Hendrix College (16)				
407	John Brown Univ. (17)				
408	Ouachita Baptist Univ. (18)				
409	Philander Smith College (19)				
400	SUBTOTAL: Indep. Four-Year (20)				
780	Other Arkansas Institutions (21)				
790	TOTAL Arkansas Institutions (22)				
		100			

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

DHF-07-3
INSTITUTION ORIGIN OF FIRST PROFESSIONAL
STUDENTS BY PROGRAM
(See Instructions)

FICE CODE _ _ _ _ _ _

INSTITUTION _____

TERM AND YEAR _____

COMPLETED BY _____

DATE COMPLETED _____

TELEPHONE NO. _____

INSTITUTIONAL ORIGIN		PROGRAM NAME: / HEGIS CODE: _ _ _ _		PROGRAM NAME: / HEGIS CODE: _ _ _ _	
CODE	DESCRIPTION	FIRST-TIME-ENTERING STUDENTS (A)	OTHER STUDENTS (B)	FIRST-TIME-ENTERING STUDENTS (C)	OTHER STUDENTS (D)
	OUT-OF-STATE (By State)				
910	Alabama (23)				
911	Alaska (24)				
912	Arizona (25)				
914	California (26)				
915	Colorado (27)				
916	Connecticut (28)				
917	Delaware (29)				
918	District of Columbia (30)				
919	Florida (31)				
920	Georgia (32)				
921	Hawaii (33)				
922	Idaho (34)				
923	Illinois (35)				
924	Indiana (36)				
925	Iowa (37)				
926	Kansas (38)				
927	Kentucky (39)				
928	Louisiana (40)				
929	Maine (41)				
930	Maryland (42)				
931	Massachusetts (43)				
932	Michigan (44)				
933	Minnesota (45)				

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

DHE-07-3
INSTITUTION ORIGIN OF FIRST PROFESSIONAL
STUDENTS BY PROGRAM
(See Instructions)

FICE CODE _ _ _ _ _ _

INSTITUTION _____

TERM AND YEAR _____

COMPLETED BY _____

DATE COMPLETED _____

TELEPHONE NO. _____

INSTITUTIONAL ORIGIN		PROGRAM NAME: _____ HEGIS CODE: _ _ _ _		PROGRAM NAME: _____ HEGIS CODE: _ _ _ _	
CODE	DESCRIPTION	FIRST-TIME-ENTERING STUDENTS (A)	OTHER STUDENTS (B)	FIRST-TIME-ENTERING STUDENTS (C)	OTHER STUDENTS (D)
934	Mississippi (46)				
935	Missouri (47)				
936	Montana (48)				
937	Nebraska (49)				
938	Nevada (50)				
939	New Hampshire (51)				
940	New Jersey (52)				
941	New Mexico (53)				
942	New York (54)				
943	North Carolina (55)				
944	North Dakota (56)				
945	Ohio (57)				
946	Oklahoma (58)				
947	Oregon (59)				
948	Pennsylvania (60)				
949	Rhode Island (61)				
950	South Carolina (62)				
951	South Dakota (63)				
952	Tennessee (64)				
953	Texas (65)				
954	Utah (66)				
955	Vermont (67)				
956	Virginia (68)				
957	Washington (69)				
958	West Virginia (70)	102			

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

DHE-07-3
INSTITUTION ORIGIN OF FIRST PROFESSIONAL
STUDENTS BY PROGRAM
(See Instructions)

FICE CODE _ _ _ _ _ _

INSTITUTION _____

TERM AND YEAR _____

COMPLETED BY _____

DATE COMPLETED _____

TELEPHONE NO. _____

INSTITUTIONAL ORIGIN		PROGRAM NAME: _____ HEGIS CODE: _ _ _ _		PROGRAM NAME: _____ HEGIS CODE: _ _ _ _	
CODE	DESCRIPTION	FIRST-TIME-ENTERING STUDENTS (A)	OTHER STUDENTS (B)	FIRST-TIME-ENTERING STUDENTS (C)	OTHER STUDENTS (D)
959	Wisconsin (71)				
960	Wyoming (72)				
965	SUBTOTAL: Out-of-State (73)				
970	U.S. TERRITORIES (74)				
980	FOREIGN COUNTRIES (75)				
990	UNKNOWN (76)				
999	GRAND TOTAL (77)				

INSTRUCTIONS AND DEFINITIONS FOR
ADHE - 08-0
ADMISSIONS SUMMARY

DEFINITIONS

ADMISSION - Formal notification to an applicant of acceptance by a post- secondary institution and/or program.

APPLICATION - An individual's completed request for admission to a particular postsecondary institution and/or program.

ENROLLMENT - A student who is counted on a headcount basis as registered on the final census date for the reporting term (e.g., fall, winter/spring).

ENROLLMENT STATUS - A student's current attendance status in a post-secondary education institution. The following mutually exclusive categories will be used:

1. FIRST-TIME-ENTERING UNDERGRADUATE STUDENT - A student entering any college for the first time ever. For reporting purposes, this category includes students enrolled in the fall term who entered college for the first time in the prior summer term and students who entered with advanced standing and may actually be classified beyond the freshman level at entry. A student will be reported in this category only once. This term should not be confused with First-Time-Entering Undergraduate Transfer Student.

2. OTHER FIRST YEAR STUDENTS - Students who entered college prior to the fall reporting period and who are not classified as sophomores or as first-time-entering undergraduate students.

3. ENTERING UNDERGRADUATE TRANSFER STUDENT - An undergraduate student entering the institution for the first time with academic credit attempted or earned at another institution (whether or not the credit is accepted by the institution to which the student transfers). For reporting purposes, this category includes students enrolled in the fall term, who first enrolled as transfer students in the prior summer term.

4. FIRST-TIME-ENTERING GRADUATE STUDENT - A student who has been awarded an earned baccalaureate or first professional degree and who is entering any institution classified as a graduate level student for the first time. "Graduate Student" includes students enrolled at any level of graduate study - Master's, Specialist, or Doctoral (See STUDENT LEVEL). For reporting purposes, this category includes students enrolled in the fall term who enrolled as graduate students for the first time in the prior summer term. The student may have been enrolled previously as an undergraduate or first professional student at the reporting institution.

DEFINITIONS (CONTINUED)
Column 2

5. FIRST-TIME-ENTERING FIRST PROFESSIONAL STUDENT - A student entering any institution classified for the first time as a first professional student (See STUDENT LEVEL). The student may have been enrolled as an undergraduate or graduate student at the reporting institution. For reporting purposes, this category includes students enrolled in the fall term who enrolled as first professional students for the first time in the prior summer term.

6. CONTINUING STUDENT - A student previously enrolled at the same general student level (i.e., undergraduate, first professional, graduate) during the previous regular academic term at the reporting institution. Disregard summer session and other special sessions not considered to be part of the academic year.

7. READMITTED STUDENT - A student previously enrolled at the same general student level at the institution but not enrolled during the regular academic term immediately preceding the current term. Disregard summer session and other special sessions not considered to be part of the academic year.

FIRST-TIME-ENTERING - Refers to a student's initial enrollment at an institution at a given general student level. See ENROLLMENT STATUS.

STUDENT LEVEL - Refers to the proportion of total requirements a student has obtained, as of the census date, toward the completion of the degree/diploma or certificate program in which the student is enrolled. The following mutually exclusive student level categories will be used:

UNDERGRADUATE:

1. LOWER DIVISION - A student who a) is enrolled in a program(s), course(s) of study, or activity(ies) which leads to an associate degree (including three-year associate degree programs) or a bachelor's degree and has earned less that 60 semester credit hours; or b) is enrolled in an undergraduate occupational or vocational program(s) of three or fewer years' duration which results in formal recognition below the baccalaureate degree. (Typically, this individual would be classified as a freshman or a sophomore.) The following subdivisions may also be used:

DEFINITIONS (CONTINUED)
Column 3

(a) FRESHMAN - A lower division student who has earned fewer than 30 semester credit hours.

(b) SOPHOMORE - A lower division student who has earned at least 30 but less than 60 semester credit hours. (In institutions offering two-year or less programs, students who have earned 30 or more semester credit hours are classified as sophomores.)

2. UPPER DIVISION - A student who a) is not in an associate degree or occupational/vocational program(s), b) is enrolled in a bachelor's degree program, and c) has earned 60 semester credit hours. (Typically, this individual is classified as a junior or a senior.) This category includes a student in years three, four, or five of a five- year bachelor's degree program. The following subdivisions may also be used:

   a. JUNIOR - A student who has earned at least 60 but less than 90 semester credit hours.

   b. SENIOR - A student who has earned 90 or more semester credit hours.

3. UNCLASSIFIED PRE-BACCALAUREATE - A student who cannot be classified into on of the categories above because he or she is not enrolled in a program of study leading to a degree/diploma or certificate, even though taking courses with regular students. This category does not include students who have been admitted to pursue a degree but have not yet declared a major. This category does include students who have received an earned baccalaureate degree, have not been accepted by the institution for graduate-level study, and are taking undergraduate-level courses, such as teachers taking courses for certification.

FIRST PROFESSIONAL - A student who is enrolled in a first professional degree program. (See DEGREE/DIPLOMA/CERTIFICATE for an inclusive list of FIRST PROFESSIONAL DEGREE PROGRAMS.) A student enrolled in an undergraduate pre-professional curriculum or a student in one of the first two years corresponding to the undergraduate freshman or sophomore year of an integrated graduate professional degree program(s) should be classified as a lower division and not as a first professional student.

GRADUATE:

1. MASTER'S - A student who has received an earned baccalaureate degree, has been accepted for graduate-level study, and:

   a. Who is enrolled in a master's degree program, or

DEFINITIONS (CONTINUED)
Column 4

   b. Who is enrolled in a doctoral program but has earned less that 30 semester credit hours in graduate course work.

2. SPECIALIST - A student who has received an earned baccalaureate degree and is enrolled in a specialist degree program.

3. DOCTORAL - A student who has received a master's or specialist degree, or has earned at least 30 semester credit hours in graduate course work, and who is enrolled in a doctoral degree program.

4. UNCLASSIFIED POST-BACCALAUREATE - A student who has been awarded an earned baccalaureate degree and who is eligible to enroll in credit courses at the graduate or other post-baccalaureate level but who cannot be classified into one of the categories above because he or she has not been accepted by the institution for graduate-level study.

INSTRUCTIONS

1. Enter in COLUMN A the number of applications (unduplicated requests for admission) received from each category of first-time entering students, by level, for the fall term ONLY.

2. For the purposes of ADHE Form 08-0, report applications of students previously reported as unclassified pre- and post-baccalaureate when they apply for regular admission to the institution to pursue a degree/certificate program.

3. Exclude applications of students who have previously been enrolled at the institution, in a degree/certificate program, but have had to reapply for admission.

4. Of those appplications reported in COLUMN A, enter in COLUMN B the unduplicated number of students, by level, who were formally notified of acceptance by the institution for the fall term.

5. Of those admissions reported in COLUMN B, enter in COLUMN C the number of students who were enrolled at the institution for the fall term, as of the census date.

6. Recognizing that graduate level students frequently correspond informally with a department chairman regarding admission, report only formal applications and formal acceptances for admission to a program.

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE-08-0
ADMISSIONS SUMMARY

(See Instructions)

FICE Code _____ Completed By _____

Institution _____ Date Completed _____

Term and Year _____ Telephone No. _____

Categories of First-time-Entering Students			Applications (Unduplicated Requests for Admission) (A)	Admissions (Students Given Formal Acceptance) (B)	Enrollments (Actual No. of First-time Enrollments) (C)
Under-Graduate	First time Entering	(1)			
	Transfers	(2)			
Graduate	Master's	(3)			
	Specialist	(4)			
	Doctoral	(5)			
First Professional	Law	(6)			
	Medicine	(7)			
	Pharmacy	(8)			
	Theology	(9)			
	Other (Specify)	(10)			
		(11)			

INSTRUCTIONS AND DEFINITIONS FOR
ADHE - 09-0
PROGRESSION SUMMARY

DEFINITIONS

CAMPUS - An educational facility which has been established for the purpose of offering credit courses leading to one or more degrees. (Non-credit courses may also be offered at the location.) Essential characteristics are (a) a physical plant owned or legally controlled by the institution which provides classroom and office space for students and resident administrative staff, faculty, and support staff and services, and (b) course offerings sufficient to enable students to earn degrees through attendance at the location. See REPORTING UNIT STRUCTURE.

CREDIT COURSES - Courses for which upon successful completion enrolled students are given credit that can be applied to meet the requirements for a degree, certificate, or similar academic award at the granting institution or can be transferred (and a reasonable expectation of transfer exists) to meet requirements for a degree or certificate at another Arkansas institution. (See Fundable Credit.)

DEGREE/DIPLOMA/CERTIFICATE - An award or title conferred upon an individual for the completion of a program or courses of study. Additionally, an honorary degree/diploma/certificate may be awarded to an individual in recognition of his or her public service and/or distinguished career-related endeavors. The following mutually exclusive categories will be used:

FIRST PROFESSIONAL DEGREE - The first earned degree in a professional field. The following degrees in specific professional programs are included:

a. Chiropractic (DCM or DC)
b. Dentistry (DDS or DMD)
c. Law, General (LLB or JD)
d. Medicine (MD)
e. Optometry (OD)
f. Osteopathic Medicine (DO)
g. Pharmacy (D Phar)
h. Podiatry (Pod D, DP, or PM)
i. Theological Professions, General (BD, M Div, Rabbi)
j. Veterinary Medicine (DVM)

ENROLLMENT STATUS - A student's current attendance status in a post-secondary education institution. The following mutually exclusive categories will be used:

DEFINITIONS (CONTINUED)
Column 2

1. FIRST-TIME-ENTERING UNDERGRADUATE STUDENT - A student entering any college for the first time ever. For reporting purposes, this category includes students enrolled in the fall term who entered college for the first time in the prior summer term and students who entered with advanced standing and may actually be classified beyond the freshman level at entry. A student will be reported in this category only once. This term should not be confused with First-Time-Entering Undergraduate Transfer Student.

2. OTHER FIRST YEAR STUDENTS - Students who entered college prior to the fall reporting period and who are not classified as sophomores or as first-time-entering undergraduate students.

3. ENTERING UNDERGRADUATE TRANSFER STUDENT - An undergraduate student entering the institution for the first time with academic credit attempted or earned at another institution (whether or not the credit is accepted by the institution to which the student transfers). For reporting purposes, this category includes students enrolled in the fall term, who first enrolled as transfer students in the prior summer term.

4. FIRST-TIME-ENTERING GRADUATE STUDENT - A student who has been awarded an earned baccalaureate or first professional degree and who is entering any institution classified as a graduate level student for the first time. "Graduate Student" includes students enrolled at any level of graduate study - Master's, Specialist, or Doctoral (See STUDENT LEVEL). For reporting purposes, this category includes students enrolled in the fall term who enrolled as graduate students for the first time in the prior summer term. The student may have been enrolled previously as an undergraduate or first professional student at the reporting institution.

5. FIRST-TIME-ENTERING FIRST PROFESSIONAL STUDENT - A student entering any institution classified for the first time as a first professional student (See STUDENT LEVEL). The student may have been enrolled as an undergraduate or graduate student at the reporting institution. For reporting purposes, this category includes students enrolled in the fall term who enrolled as first professional students for the first time in the prior summer term.

DEFINITIONS (CONTINUED)
Column 3

6. CONTINUING STUDENT - A student previously enrolled at the same general student level (i.e., undergraduate, first professional, graduate) during the previous regular academic term at the reporting institution. Disregard summer session and other special sessions not considered to be part of the academic year.

7. READMITTED STUDENT - A student previously enrolled at the same general student level at the institution but not enrolled during the regular academic term immediately preceding the current term. Disregard summer session and other special sessions not considered to be part of the academic year.

FIRST-TIME-ENTERING - Refers to a student's initial enrollment at an institution at a given general student level. See ENROLLMENT STATUS.

OFF-CAMPUS - Refers to credit courses offered anywhere other than in the facilities or on the grounds of a four-year institution (or Branch Campus), or to students or faculty engaged in such activities. Community college courses offered anywhere outside the district in which the community college is located are considered off-campus. Included are expenditures for newspaper and television credit courses. Excluded are those instructional activities which are an integral part of on-campus instructional programs but take students away from the campus for a special learning experience, e.g., clinical experiences in health programs, practicums in student teaching, field work and internships. See CAMPUS and ON-CAMPUS.

ON-CAMPUS - Refers to courses taking place in the facilities or on the grounds of an institution, excluding community colleges, or to students or faculty engaged in such activities. Community College Courses offered inside the legal taxing district of the community college are considered on-campus. Excluded from on-campus are home study courses offered by means of radio, open circuit television, newspaper, correspondence. See CAMPUS and OFF-CAMPUS.

ON-SCHEDULE - Refers to courses offered on a schedule which generally corresponds with the regular academic term. At most institutions, the majority of courses are on-schedule. Included are evening courses which may not begin on the same date as day courses.

STUDENT COUNTS (Enrollment Measures) - The recording or reporting of student data for internal and/or reporting purposes. The following two types of statistics are used:

Headcounts - A simple, unduplicated tally of all students by a characteristic, such as full-time/part-time, geographic origin, or age.

Student, full-time - a student who is enrolled for a number of credit hours at least equal to .75 times the applicable normal student load with the product rounded to the next larger whole number. Minimum numbers of credit hours required to be classified as Student, Full-Time are as follows:

DEFINITIONS (CONTINUED)
Column 4

USE ONLY FOR DETERMINING FULL-TIME STUDENT

Level	Sem. Cr. Hr. in Sem. or Qtr. Cr. Hr. in Qtr.*	Sem. Cr. Hr. in Qtr.*	Sem. or Qtr. Cr. Hr. in 8-Week Sum. Sess.	Short Term or Inter-Session
Lower Division; Upper Division	12	8	6	**
Master's; Intermediate; Doctoral	9	6	5	**
First Professional	***	***	***	***

*Includes ten-week summer session.
**Calculated as .75 times the Normal Student Load for the short-term or intersession (see NORMAL STUDENT LOAD) with the product rounded to the next larger whole number.
***Determined for each program as .75 times the Normal Student Load, with the product rounded to the next larger whole number.

Student, part-time - A student who is enrolled for a number of credit hours (or other units) which is less than that required for the student to be classified as Student, Full-Time.

Full-Time-Equivalent (FTE) - A constructed count (or measure) calculated by dividing the total number of credit hours generated at a given student level by the applicable normal student load. SEE NORMAL STUDENT LOAD.

STUDENT LEVEL - Refers to the proportion of total requirements a student has obtained, as of the census date, toward the completion of the degree/diploma or certificate program in which the student is enrolled. The following mutually exclusive student level categories will be used:

UNDERGRADUATE:

1. LOWER DIVISION - A student who a) is enrolled in a program(s), course(s) of study, or activity(ies) which leads to an associate degree (including three-year associate degree programs) or a bachelor's degree and has earned less that 60 semester credit hours; or b) is enrolled in an undergraduate occupational or vocational program(s) of three or fewer years' duration which results in formal recognition below the baccalaureate degree. (Typically, this individual would be classified as a freshman or a sophomore.) The following subdivisions may also be used:

   (a) FRESHMAN - A lower division student who has earned fewer than 30 semester credit hours.

   (b) SOPHOMORE - A lower division student who has earned at least 30 but less than 60 semester credit hours. (In institutions offering two-year or less programs, students who have earned 30 or more semester credit hours are classified as sophomores.)

DEFINITIONS (CONTINUED)
Column 5

2. UPPER DIVISION - A student who a) is not in an associate degree or occupational/vocational program(s), b) is enrolled in a bachelor's degree program, and c) has earned 60 semester credit hours. (Typically, this individual is classified as a junior or a senior.) This category includes a student in years three, four, or five of a five- year bachelor's degree program. The following subdivisions may also be used:

   a. JUNIOR - A student who has earned at least 60 but less than 90 semester credit hours.

   b. SENIOR - A student who has earned 90 or more semester credit hours.

3. UNCLASSIFIED PRE-BACCALAUREATE - A student who cannot be classified into on of the categories above because he or she is not enrolled in a program of study leading to a degree/diploma or certificate, even though taking courses with regular students. This category does not include students who have been admitted to pursue a degree but have not yet declared a major. This category does include students who have received an earned baccalaureate degree, have not been accepted by the institution for graduate-level study, and are taking undergraduate-level courses, such as teachers taking courses for certification.

FIRST PROFESSIONAL - A student who is enrolled in a first professional degree program. (See DEGREE/DIPLOMA/CERTIFICATE for an inclusive list of FIRST PROFESSIONAL DEGREE PROGRAMS.) A student enrolled in an undergraduate pre-professional curriculum or a student in one of the first two years corresponding to the undergraduate freshman or sophomore year of an integrated graduate professional degree program(s) should be classified as a lower division and not as a first professional student.

GRADUATE:

1. MASTER'S - A student who has received an earned baccalaureate degree, has been accepted for graduate-level study, and:

   a. Who is enrolled in a master's degree program, or

   b. Who is enrolled in a doctoral program but has earned less that 30 semester credit hours in graduate course work.

2. SPECIALIST - A student who has received an earned baccalaureate degree and is enrolled in a specialist degree program.

3. DOCTORAL - A student who has received a master's or specialist degree, or has earned at least 30 semester credit hours in graduate course work, and who is enrolled in a doctoral degree program.

DEFINITIONS (CONTINUED)
Column 6

4. UNCLASSIFIED POST-BACCALAUREATE - A student who has been awarded an earned baccalaureate degree and who is eligible to enroll in credit courses at the graduate or other post-baccalaureate level but who cannot be classified into one of the categories above because he or she has not been accepted by the institution for graduate-level study.

INSTRUCTIONS

1. Include in this report only students enrolled in on-campus on-schedule credit courses as reported on ADHE Forms 02-1, 02-2, 02-4 for the fall term.

2. Enter in COLUMN A the number of students who were enrolled the previous fall term, by each of the categories listed on LINES 1 through 18.

3. Of those students reported in COLUMN A:

   Enter in COLUMN B the number of students in each category who received a formal award (degree/diploma/certificate) from the institutions before this fall:
   Enter in COLUMN C, the number of students who neither received a formal award nor returned to the institution this fall and, therefore, may be assumed to have withdrawn, dropped out, or stopped out:
   Enter in COLUMNS D-K, as appropriate, the number of students who returned this fall classified by the student level category which is applicable this fall. For example, an individual reported on LINE 5 in COLUMN A may be reported in COLUMN F on LINE 5, indicating a student who was a full-time sophomore last fall returned this fall as a junior.

4. An individual student reported in COLUMN A should be reported in one, and only one of COLUMNS B through K, LINES 1-18. A student enrolled last fall who received a formal award from the institution and returned this fall at a new general student level should be reported only in COLUMN B. For example, a student who was reported as a senior last year who received a baccalaureate degree and returned this fall as a graduate student will be reported on LINE 9 or 10 in COLUMN B. However, for four-year institutions, students enrolled last fall who earned associate degrees or other formal awards below the baccalaureate and returned this fall should not be reported in COLUMN B, but rather should be reported in the appropriate undergraduate category in COLUMNS D-H according to enrollment status this fall. For two-year institutions, students enrolled last fall who received a formal award should be reported on the appropriate line in COLUMN B if they returned this fall enrolled in a different program.

5. Enter on LINE 19, the total of LINES 1 through 18 for COLUMNS A through L.

6. Enter on LINE 20, the sum of LINES 1, 3, 5, 7, 9, 11, 13, 15, and 17.

7. Enter on LINE 21, the sum of LINES 2, 4, 6, 8, 10, 12, 14, 16, and 18.

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE-09-0
PROGRESSION SUMMARY
(See Instructions)

FICE CODE _ _ _ _ _ _

INSTITUTION _____

TERM AND YEAR _____

COMPLETED BY _____

DATE COMPLETED _____

TELEPHONE NO. _____

Student Level	Student Load	Previous Year Fall Enrollment (A)	Rec'd Formal Award (B)	NOT ENROLLED (C)	Of the Student in Column A, the Number Who: Returned This Fall, Enrolled As: Fresh-Men (D)	Sopho-mores (E)	Juniors (F)	Seniors (G)	Uncl. Pre-Bacc. (H)	First Prof. (I)	Gradu-ate (J)	Uncl. Post. Bacc. (K)	Total (Col D-K) (L)
First Time Entering Under-Graduate	Full-Time (01)												
	Part-Time (02)												
Other Freshmen	Full-Time (03)												
	Part-Time (04)												
Sopho-mores	Full-Time (05)												
	Part-Time (06)												
Juniors	Full-Time (07)												
	Part-Time (08)												
Seniors	Full-Time (09)												
	Part-Time (10)												
Unclass. Pre. Bacc.	Full-Time (11)												
	Part-Time (12)												
First Professional	Full-Time (13)												
	Part-Time (14)												
Graduate	Full-Time (15)												
	Part-Time (16)												
Unclass. Post-Bacc.	Full-Time (17)												
	Part-Time (18)												
TOTAL (19)													
Total Full-Time (20)													
Total Part-Time (21)													

110

INSTRUCTIONS AND DEFINITIONS FOR ADHE - 10-0 and ADHE 10-1 UPPER DIVISION AND GRADUATE ENROLLMENT BY HEGIS DISCIPLINE DIVISION

DEFINITIONS

CENSUS DATE - The end of the eleventh day of classes in a regular term and the end of the fifth day during each summer term.

DISCIPLINE SPECIALTY (MAJOR FIELD OF STUDY) - Standard discipline specialty names as categorized by the taxonomy of fields of study published by NCES and used in HEGIS 2300-2.1 and certain ADHE reports. The last two digits of the taxonomy code are used to identify the specialties within a discipline division (See STANDARD DISCIPLINE NAME).

ON-CAMPUS - Refers to courses taking place in the facilities or on the grounds of an institution, excluding community colleges, or to students or faculty engaged in such activities. Community College Courses offered inside the legal taxing district of the community college are considered on-campus. Excluded from on-campus are home study courses offered by means of radio, open circuit television, newspaper, correspondence. See CAMPUS and OFF-CAMPUS.

ON-SCHEDULE - Refers to courses offered on a schedule which generally corresponds with the regular academic term. At most institutions, the majority of courses are on-schedule. Included are evening courses which may not begin on the same date as day courses.

STANDARD DISCIPLINE NAME - The discipline division name that is provided in HEGIS to describe specific subject matter areas associate with the taxonomy code numbers. The first two digits of the four-digit code identify the discipline division.

STUDENT COUNTS (Enrollment Measures) - The recording or reporting of student data for internal and/or reporting purposes. The following two types of statistics are used:

Headcounts - A simple, unduplicated tally of all students by a characteristic, such as full-time/part-time, geographic origin, or age.

Student, full-time - a student who is enrolled for a number of credit hours at least equal to .75 times the applicable normal student load with the product rounded to the next larger whole number. Minimum numbers of credit hours required to be classified as Student, Full-Time are as follows:

DEFINITIONS (CONTINUED)

Column 2

USE ONLY FOR DETERMINING FULL-TIME STUDENT

Level	Sem. Cr. Hr. in Sem. or Qtr. Cr. Hr. in Qtr.*	Sem. Cr. Hr. in Qtr.*	Sem. or Qtr. Cr. Hr. in 8-Week Sum. Sess.	Short Term or Inter-Session
Lower Division; Upper Division	12	8	6	**
Master's; Intermediate; Doctoral	9	6	5	**
First Professional	***	***	***	***

*Includes ten-week summer session.
**Calculated as .75 times the Normal Student Load for the short-term intersession (see NORMAL STUDENT LOAD) with the product rounded to the next larger whole number.
***Determined for each program as .75 times the Normal Student Load, with the product rounded to the next larger whole number.

Student, part-time - A student who is enrolled for a number of credit hours (or other units) which is less than that required for the student to be classified as Student, Full-Time.

Full-Time-Equivalent (FTE) - A constructed count (or measure) calculated by dividing the total number of credit hours generated at a given student level by the applicable normal student load. SEE NORMAL STUDENT LOAD.

STUDENT LEVEL - Refers to the proportion of total requirements a student has obtained, as of the census date, toward the completion of the degree/diploma or certificate program in which the student is enrolled. The following mutually exclusive student level categories will be used:

UNDERGRADUATE:

1. LOWER DIVISION - A student who a) is enrolled in a program(s), course(s) of study, or activity(ies) which leads to an associate degree (including three-year associate degree programs) or a bachelor's degree and has earned less that 60 semester credit hours; or b) is enrolled in an undergraduate occupational or vocational program(s) of three or fewer years' duration which results in formal recognition below the baccalaureate degree. (Typically, this individual would be classified as a freshman or a sophomore.) The following subdivisions may also be used:

   (a) FRESHMAN - A lower division student who has earned fewer than 30 semester credit hours.

   (b) SOPHOMORE - A lower division student who has earned at least 30 but less than 60 semester credit hours. (In institutions offering two-year or less programs, students who have earned 30 or more semester credit hours are classified as sophomores.)

DEFINITIONS (CONTINUED)
Column 3

2. UPPER DIVISION - A student who a) is not in an associate degree or occupational/vocational program(s), b) is enrolled in a bachelor's degree program, and c) has earned 60 semester credit hours. (Typically, this individual is classified as a junior or a senior.) This category includes a student in years three, four, or five of a five- year bachelor's degree program. The following subdivisions may also be used:

   a. JUNIOR - A student who has earned at least 60 but less than 90 semester credit hours.

   b. SENIOR - A student who has earned 90 or more semester credit hours.

3. UNCLASSIFIED PRE-BACCALAUREATE - A student who cannot be classified into on of the categories above because he or she is not enrolled in a program of study leading to a degree/diploma or certificate, even though taking courses with regular students. This category does not include students who have been admitted to pursue a degree but have not yet declared a major. This category does include students who have received an earned baccalaureate degree, have not been accepted by the institution for graduate-level study, and are taking undergraduate-level courses, such as teachers taking courses for certification.

FIRST PROFESSIONAL - A student who is enrolled in a first professional degree program. (See DEGREE/DIPLOMA/CERTIFICATE for an inclusive list of FIRST PROFESSIONAL DEGREE PROGRAMS.) A student enrolled in an undergraduate pre-professional curriculum or a student in one of the first two years corresponding to the undergraduate freshman or sophomore year of an integrated graduate professional degree program(s) should be classified as a lower division and not as a first professional student.

GRADUATE:

1. MASTER'S - A student who has received an earned baccalaureate degree, has been accepted for graduate-level study, and:

   a. Who is enrolled in a master's degree program, or

   b. Who is enrolled in a doctoral program but has earned less that 30 semester credit hours in graduate course work.

2. SPECIALIST - A student who has received an earned baccalaureate degree and is enrolled in a specialist degree program.

3. DOCTORAL - A student who has received a master's or specialist degree, or has earned at least 30 semester credit hours in graduate course work, and who is enrolled in a doctoral degree program.

DEFINITIONS (CONTINUED)
Column 4

4. UNCLASSIFIED POST-BACCALAUREATE - A student who has been awarded an earned baccalaureate degree and who is eligible to enroll in credit courses at the graduate or other post-baccalaureate level but who cannot be classified into one of the categories above because he or she has not been accepted by the institution for graduate-level study.

TAXONOMY CODE NUMBER - A four-digit numerical code for the discipline division and discipline specialty names in accordance with the standard coding system contained in the HEGIS and Handbook VI taxonomies of instructional programs.

INSTRUCTIONS

1. This is not a survey of all students, but of all students classified as upper division undergraduate (juniors and seniors) and as graduate (master's, specialist, doctoral). Unclassified pre- and post- baccalaureate students are to be excluded. Also to be excluded are students who, although known to be working on degree requirements, are not formally enrolled for study or dissertation this term.

ADHE 10-0

2. This survey is a summary, at the HEGIS two-digit level (discipline division), of the headcount number of on-campus, on-schedule students enrolled, as of the fall term census date, by major field of study as reported on ADHE 10-1.

3. Enrollments should be reported only in programs listed in the ADHE Inventory of Degree and Certificate Programs, as annually updated.

   When a student enrolls as a split major, report the enrollment in the area of greater specialization, if possible. If this is not possible, the enrollment should be reported in the discipline specialty closest to the combination. If a split major involves two languages, report it in 1101, Foreign languages, general. Similarly, within each of the other discipline divisions, if a split major involves two specialties within a division, the degree should be reported under the appropriate "general" specialty indicated under that discipline heading. For example, a major in history and political science should be reported under 2201, Social sciences, general. If the split major covers more than one discipline division, the enrollment should be reported in the area of greater specialization.

INSTRUCTIONS (CONTINUED)

Column 2

When a student enrolls as a major in two discipline specialties, report the enrollment in the field for which the degree will be awarded. If the student is to receive two degrees, report only one - in the field of greater specialization, if possible.

4. Report in COLUMNS A through D those students who are classified as juniors and seniors. Enter in COLUMN E, the sum of COLUMNS A through D for each line.

5. Report in COLUMNS F through I those students who are classified as graduate level students. Enter in COLUMN J, the sum of COLUMNS F through I for each line.

6. Enter on LINE 25, the sum of all students reported in LINES 1 through 24, for each column.

ADHE 10-1

7. Report on ADHE 10-1 the headcount number of on-campus, on-schedule students enrolled, as of the fall term census date, by major field of study at the HEGIS four-digit level (discipline Specialty).

8. Enter the four-digit HEGIS taxonomy code number in the "Code" COLUMN.

9. Complete the "Description" COLUMN by entering the institutional title for the program AS LISTED IN THE ADHE DEGREE AND CERTIFICATE PROGRAM INVENTORY.

10. Enrollments should be reported ONLY in programs listed in that inventory as annually updated.

11. Enter in COLUMNS A through D the number of upper division undergraduate full-time and part-time men and women enrolled in the program identified by the HEGIS taxonomy code number and institutional title.

12. Enter in COLUMN E the sum of COLUMNS A through D.

13. Enter in COLUMNS F through I the number of full-time and part-time men and women enrolled at the graduate level in the program identified by HEGIS Taxonomy code number and institutional title.

14. Enter in COLUMN J the sum of COLUMNS F through I.

15. Use as many Forms 10-1 as are required to list each program in which students are enrolled, as of the fall term census date.

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ADHE-10-0
UPPER DIVISION AND GRADUATE ENROLLMENT
BY HEGIS DISCIPLINE DIVISION
(See Instructions)

FICE CODE _ _ _ _ _ _

INSTITUTION NAME _____

TERM AND YEAR _____

COMPLETED BY _____

DATE COMPLETED _____

TELEPHONE NUMBER _____

HEGIS DISCIPLINE DIVISION		UPPER DIVISION UNDERGRADUATE					GRADUATE				
		MEN		WOMEN			MEN		WOMEN		
CODE	DESCRIPTION	FULL-TIME (A)	PART-TIME (B)	Full-TIME (C)	PART-TIME (D)	TOTAL (E)	FULL-TIME (F)	PART-TIME (G)	FULL-TIME (H)	PART-TIME (I)	TOTAL (J)
0100	Agric. & Nat. Resources	(01)									
0200	Arch. & Environ. Design	(02)									
0300	Area Studies	(03)									
0400	Biological Studies	(04)									
0500	Business & Management	(05)									
0600	Communications	(06)									
0700	Computer & Info. Sci.	(07)									
0800	Education	(08)									
0900	Engineering	(09)									
1000	Fine & Applied Arts	(10)									
1100	Foreign Languages	(11)									
1200	Health Professions	(12)									
1300	Home Economics	(13)									
1400	Law	(14)									
1500	Letters	(15)									
1600	Library Science	(16)									
1700	Mathematics	(17)									
1800	Military Science	(18)									
1900	Physical Sciences	(19)									
2000	Psychology	(20)									
2100	Public Affairs & Ser.	(21)									
2200	Social Sciences	(22)									
2300	Theology	(23)									
4900	Interdisciplin. Studies	(24)									
	TOTAL	(25)									

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE-10-1
UPPER DIVISION AND GRADUATE ENROLLMENT
BY HEGIS DISCIPLINE SPECIALTY
(See Instructions)

FICE CODE _ _ _ _ _ _

INSTITUTION NAME _____

TERM AND YEAR _____

COMPLETED BY _____

DATE COMPLETED _____

TELEPHONE NUMBER _____

HEGIS DISCIPLINE DIVISION		UPPER DIVISION UNDERGRADUATE					GRADUATE				
		MEN		WOMEN			MEN		WOMEN		
CODE	DESCRIPTION	FULL-TIME (A)	PART-TIME (B)	Full-TIME (C)	PART-TIME (D)	TOTAL (E)	FULL-TIME (F)	PART-TIME (G)	FULL-TIME (H)	PART-TIME (I)	TOTAL (J)

INSTRUCTIONS AND DEFINITIONS FOR ADHE - 10-2 ENROLLMENT IN PROGRAMS OF LESS THAN FOUR YEARS

DEFINITIONS

CENSUS DATE - The end of the eleventh day of classes in a regular term and the end of the fifth day during each summer term.

DISCIPLINE SPECIALTY (MAJOR FIELD OF STUDY) - Standard discipline specialty names as categorized by the taxonomy of fields of study published by NCES and used in HEGIS 2300-2.1 and certain ADHE reports. The last two digits of the taxonomy code are used to identify the specialties within a discipline division (See STANDARD DISCIPLINE NAME).

STANDARD DISCIPLINE NAME - The discipline division name that is provided in HEGIS to describe specific subject matter areas associate with the taxonomy code numbers. The first two digits of the four-digit code identify the discipline division.

STUDENT COUNTS (Enrollment Measures) - The recording or reporting of student data for internal and/or reporting purposes. The following two types of statistics are used:

Headcounts - A simple, unduplicated tally of all students by a characteristic, such as full-time/part-time, geographic origin, or age.

Student, full-time - a student who is enrolled for a number of credit hours at least equal to .75 times the applicable normal student load with the product rounded to the next larger whole number. Minimum numbers of credit hours required to be classified as Student, Full-Time are as follows:

USE ONLY FOR DETERMINING FULL-TIME STUDENT

Level	Sem. Cr. Hr. in Sem. or Qtr. Cr. Hr. in Qtr.*	Sem. Cr. Hr. in Qtr.*	Sem. or Qtr. Cr. Hr. in 8-Week Sum. Sess.	Short Term or Inter-Session
Lower Division; Upper Division	12	8	6	**
Master's; Intermediate; Doctoral	9	6	5	**
First Professional	***	***	***	***

*Includes ten-week summer session.
**Calculated as .75 times the Normal Student Load for the short-term or intersession (see NORMAL STUDENT LOAD) with the product rounded to the next larger whole number.
***Determined for each program as .75 times the Normal Student Load, with the product roundec to the next larger whole number.

Student, part-time - A student who is enrolled for a number of credit hours (or other units) which is less than that required for the student to be classified as Student, Full-Time.

Full-Time-Equivalent (FTE) - A constructed count (or measure) calculated by dividing the total number of credit hours generated at a given student level by the applicable normal student load. SEE NORMAL STUDENT LOAD.

DEFINITIONS (CONTINUED)
Column 2

STUDENT EMPLOYMENT/WORK STUDY ASSISTANCE - Monies given to students for rendering services to the institution.

STUDENT LEVEL - Refers to the proportion of total requirements a student has obtained, as of the census date, toward the completion of the degree/diploma or certificate program in which the student is enrolled. The following mutually exclusive student level categories will be used:

UNDERGRADUATE:

1. LOWER DIVISION - A student who a) is enrolled in a program(s), course(s) of study, or activity(ies) which leads to an associate degree (including three-year associate degree programs) or a bachelor's degree and has earned less that 60 semester credit hours; or b) is enrolled in an undergraduate occupational or vocational program(s) of three or fewer years' duration which results in formal recognition below the baccalaureate degree. (Typically, this individual would be classified as a freshman or a sophomore.) The following subdivisions may also be used:

   (a) FRESHMAN - A lower division student who has earned fewer than 30 semester credit hours.

   (b) SOPHOMORE - A lower division student who has earned at least 30 but less than 60 semester credit hours. (In institutions offering two-year or less programs, students who have earned 30 or more semester credit hours are classified as sophomores.)

2. UPPER DIVISION - A student who a) is not in an associate degree or occupational/vocational program(s), b) is enrolled in a bachelor's degree program, and c) has earned 60 semester credit hours. (Typically, this individual is classified as a junior or a senior.) This category includes a student in years three, four, or five of a five- year bachelor's degree program. The following subdivisions may also be used:

   a. JUNIOR - A student who has earned at least 60 but less than 90 semester credit hours.

   b. SENIOR - A student who has earned 90 or more semester credit hours.

DEFINITIONS (CONTINUED)
Column 3

3. UNCLASSIFIED PRE-BACCALAUREATE - A student who cannot be classified into on of the categories above because he or she is not enrolled in a program of study leading to a degree/diploma or certificate, even though taking courses with regular students. This category does not include students who have been admitted to pursue a degree but have not yet declared a major. This category does include students who have received an earned baccalaureate degree, have not been accepted by the institution for graduate-level study, and are taking undergraduate-level courses, such as teachers taking courses for certification.

FIRST PROFESSIONAL - A student who is enrolled in a first professional degree program. (See DEGREE/DIPLOMA/CERTIFICATE for an inclusive list of FIRST PROFESSIONAL DEGREE PROGRAMS.) A student enrolled in an undergraduate pre-professional curriculum or a student in one of the first two years corresponding to the undergraduate freshman or sophomore year of an integrated graduate professional degree program(s) should be classified as a lower division and not as a first professional student.

TAXONOMY CODE NUMBER - A four-digit numerical code for the discipline division and discipline specialty names in accordance with the standard coding system contained in the HEGIS and Handbook VI taxonomies of instructional programs.

INSTRUCTIONS

For the purposes of this survey the following definitions will be used:

An A.A. degree will include all transfers and will be used only in Section A. General Education Arts and Science Transfers. An A.S. degree refers to those occupational associate degrees that may transfer, include in this area associate in General Education and Associate in Liberal Studies degrees. An A.A.S. degree refers to those associate degrees in occupational areas that will not trasfer.

1. This survey is a report of the headcount number of students enrolled in programs of less than four years, as of the fall census date, according to their major field of study (discipline specialty).

2. Include in Section A those students who are enrolled in a bachelor- parallel or "transfer" program, the work in which would be chiefly creditable toward a bachelor's degree upon transfer to an institution with a bachelor's program.

3. Include in Section B those students who are enrolled in a vocational or technical educational program, for which a high school diploma or its equivalent is a prerequisite, that is normally terminal and results in a diploma, certificate or similar award which may or may not be transferable to another Arkansas institution.

4. Enter on LINE 1 the number of full-time and the number of part-time students enrolled in A.A. degree programs and any A.S. degree programs which are considered bachelor-parallel or "transfer" programs whose work would be chiefly creditable toward a bachelor's degree upon transfer to an institution with a bachelor's program. The sum of COLUMNS F through K should equal the grand total entered in COLUMN E as the total of COLUMNS A through D.

5. Report in Section B all students enrolled in Occupational and Career- Oriented Programs (HEGIS Codes 5000 through 5500). An organized occupational curriculum is one which meets all of the following criteria:

   High school graduation or its equivalent, but no work beyond high school, is required for admission:

   The curriculum is a series of required and elective courses constituting an integrated program designed to prepare students for immediate employment in a specific occupation or cluster of occupations. A group of courses, even when all of them are in a given subject area, does not necessarily constitute an organized curriculum;

INSTRUCTIONS (CONTINUED)
Column 2

Completion of the curriculum requires at least one but less than four years of full-time attendance, or the equivalent in part-time attendance over a longer period. A "year" means an academic year of approximately nine months;

The curriculum leads to any type of formal recognition (certificate, diploma, associate degree, etc.) signifying that the student has completed an organized curriculum.

6. Enrollments should be reported ONLY in programs which are listed in the ADHE inventory of Degree and Certificate Programs, as updated annually. When there are multiple programs listed with the same four-digit code, total all enrollments in that four-digit code, and report them on one line. For example, report all enrollments in 5005 on LINE 6.

7. If approved programs are not listed contact ADHE.

8. Enter on LINE 81 the sum of LINES 15, 22, 43, 62, 71, and 80, for each column.

9. Enter on LINE 82, COLUMNS A through E, the number of freshmen and sophomore students enrolled as of the census date who have not declared a major field of study.

10. Do not report unclassified pre-baccalaureate students in this category. These students will not be reported on this survey.

11. Enter on LINE 83, the sum of LINES 1, 81, and 82, COLUMNS A through E.

12. Return all four pages to ADHE.

ARKANSAS
DEPARTMENT OF HIGHER EDUCATION

ADHE-10-2
ENROLLMENT IN PROGRAMS OF
LESS THAN FOUR YEARS
(See Instructions)

FICE CODE _ _ _ _ _ _

INSTITUTION NAME _____

TERM AND YEAR _____

COMPLETED BY _____

DATE COMPLETED _____

TELEPHONE NUMBER _____

CURRICULUM		MEN		WOMEN			OTHER FORMAL AWARDS			DEGREE		
CODE	DESCRIPTION	FULL-TIME (A)	PART-TIME (B)	FULL-TIME (C)	PART-TIME (D)	GRAND TOTAL (E)	LESS THAN 1 YEAR (F)	1-2 YEARS (G)	2 OR MORE YEARS (H)	A.A (I)	A.S (J)	A.A.S (K)
	SECTION A: GEN. ED. Arts and Sci. Bacc. Trans. Pro.									////		
5000	Gen. Educ. Arts and Sicence Transfers (01)										////	////////////
5100	SECTION B: Occupational and Career-Oriented Pro.									////		
	Business and commerce tech general (02)									////		
5002	Accounting Tech. (03)									////		
5003	Banking and finance tech. (04)									////		
5004	Mktg., dist., purch., bus. & ind. mgmt tech. (05)									////		
5005	Secretarial Tech. (06)									////		
5006	Personal Services Tech (07)									////		
5007	Photography Tech (08)									////		
5008	Communications and broadcasting tech (09)									////		
5009	Printing and Lithography tech. (10)									////		
5010	Hotel and restaurant management tech. (11)									////		
5011	Transportation and public utility tech. (12)									////		
5012	Applied arts, graphic arts, and fine arts tech. (13)									////		
5099	Business Co-op Ed. (14)									////		
										///		
5000	SUBTOTAL: Business and Commerce Technologies (15)									///		
										///		
5101	Data processing tech., general (16)									////		
5002	Key punch operator and other input prc. tech. (17)									////		
5103	Computer programmer tech. (18)									////		
5104	Computer & Perish. equip. oper. tech. (19)									////		
5105	Data processing equip. maintenance tech. (20)									///		
5101	Systems Analysis (21)									///		
										///		

ARKANSAS
DEPARTMENT OF HIGHER EDUCATION

ADHE-10-2
ENROLLMENT IN PROGRAMS OF
LESS THAN FOUR YEARS
(See Instructions)

FICE CODE _ _ _ _ _ _

INSTITUTION NAME _____

TERM AND YEAR _____

COMPLETED BY _____

DATE COMPLETED _____

TELEPHONE NUMBER _____

CURRICULUM		MEN		WOMEN			OTHER FORMAL AWARDS			DEGREE		
CODE	DESCRIPTION	FULL-TIME (A)	PART-TIME (B)	FULL-TIME (C)	PART-TIME (D)	GRAND TOTAL (E)	LESS THAN 1 YEAR (F)	1-2 YEARS (G)	2 OR MORE YEARS (H)	A.A (I)	A.S (J)	A.A.S (K)
5100	SUBTOTAL: Data Processing Technologies (22)									////		
										////		
5201	Health service assistant tech. general (23)									////		
5202	Dental assistant tech. (24)									////		
5203	Dental hygiene tech. (25)									////		
5204	Dental laboratory tech. (26)									////		
5205	Medical or biological assistant tech. (27)									////		
5206	Animal lab. assistant tech. (28)									////		
5207	Radiologic tech. (29)									////		
5208	Nursing, R.N. (less than 4-year program) (30)									////		
5209	Nursing, practical (L.P.N. or L.V.N.) (31)									////		
5210	Occupational therapy tech. (32)									////		
5211	Surgical tech. (33)									////		
5212	Optical tech. (34)									////		
5213	Medical record tech. (35)									////		
5214	Medical assistant and medical office asst.tech (36)									////		
5215	Inhalation therapy tech. (37)									////		
5216	Psychiatric tech. (38)									////		
5217	Electro Diagnostic Tech. (39)									////		
5218	Institutional equipment tech. (40)									////		
5219	Physical therapy tech. (41)									////		
5220	Emergency Medical Tech. (42)									////		
										////		
5200	SUBTOTAL: Health Services and Paramedical Tech (43)									////		
										////		
5301	Mechanical and engineering tech., general (44)									////		

10-10

ARKANSAS
DEPARTMENT OF HIGHER EDUCATION

ADHE-10-2
ENROLLMENT IN PROGRAMS OF
LESS THAN FOUR YEARS
(See Instructions)

FICE CODE _ _ _ _ _ _

INSTITUTION NAME _____

TERM AND YEAR _____

COMPLETED BY _____

DATE COMPLETED _____

TELEPHONE NUMBER _____

CURRICULUM			MEN		WOMEN			OTHER FORMAL AWARDS			DEGREE		
CODE	DESCRIPTION		FULL-TIME (A)	PART-TIME (B)	FULL-TIME (C)	PART-TIME (D)	GRAND TOTAL (E)	LESS THAN 1 YEAR (F)	1-2 YEARS (G)	2 OR MORE YEARS (H)	A.A (I)	A.S (J)	A.A.S (K)
5302	Aeronautical and aviation tech.	(45)									///		
5303	Engineering graphics	(46)									///		
5304	Architectural drafting tech.	(47)									///		
5305	Chemical tech.	(48)									///		
5306	Automotive tech.	(49)									///		
5307	Diesel tech.	(50)									///		
5308	Welding tech.	(51)									///		
5309	Civil tech.	(52)									///		
5310	Electronics and machine tech.	(53)									///		
5311	Electromechanical tech.	(54)									///		
5312	Industrial tech.	(55)									///		
5313	Textile tech.	(56)									///		
5314	Instrumentation tech.	(57)									///		
5315	Mechanical tech.	(58)									///		
5316	Nuclear tech.	(59)									///		
5317	Construction and building tech.	(60)									///		
5318	Petroleum tech.	(61)									///		
											///		
5300	SUBTOTAL: Mechanical and Engineering Tech.	(62)									///		
											///		
5401	Natural science tech., general	(63)									///		
5402	Agriculture tech.	(64)									///		
5403	Forestry and wildlife tech.	(65)									///		
5404	Food services tech.	(66)									///		
5405	Home economics tech.	(67)									///		
5406	Marine and oceanographic tech.	(68)									///		

ARKANSAS
DEPARTMENT OF HIGHER EDUCATION

ADHE-10-2
ENROLLMENT IN PROGRAMS OF
LESS THAN FOUR YEARS
(See Instructions)

FICE CODE _ _ _ _ _ _

INSTITUTION NAME _____

TERM AND YEAR _____

COMPLETED BY _____

DATE COMPLETED _____

TELEPHONE NUMBER _____

CURRICULUM			MEN		WOMEN			OTHER FORMAL AWARDS			DEGREE		
CODE	DESCRIPTION		FULL-TIME (A)	PART-TIME (B)	FULL-TIME (C)	PART-TIME (D)	GRAND TOTAL (E)	LESS THAN 1 YEAR (F)	1-2 YEARS (G)	2 OR MORE YEARS (H)	A.A (I)	A.S (J)	A.A.S (K)
5407	Laboratory tech., general	(69)									///		
5408	Sanitation and public health inspection tech.	(70)									///		
											///		
5400	SUBTOTAL: Natural Science Technologies	(71)									///		
											///		
5501	Public service tech., general	(72)									///		
5502	Bible study or religion-related occupations	(73)									///		
5504	Education tech.	(74)									///		
5506	Library assistant tech.	(75)									///		
5505	Police, law enforcement, corrections tech.	(76)									///		
5505	Recreation and social work related tech.	(77)									///		
5507	Fire control tech.	(78)									///		
5508	Public administration and management tech.	(79)									///		
											///		
5500	SUBTOTAL: Public Service Related Technologies	(80)									///		
											///		
	SECTION B TOTAL	(81)									///		
											///		
	SECTION C:										///		
											///		
9900	Undecided or Undeclared Majors	(82)									///		
											///		
	GRAND TOTAL: (Sections A & B & C)	(83)											
											///		
											///		
											///		

10-12

INSTRUCTIONS AND DEFINITIONS FOR ADHE - 11-0 HEADCOUNT OF FULL-TIME INSTRUCTION/ RESEARCH EMPLOYEES BY AGE

DEFINITIONS

AGE - The chronological age of an individual as of some specified date.

EMPLOYEE, HEADCOUNT - A simple, unduplicated tally of all specified employees, usually by a characteristic such as full-time/part-time, age or sex.

EMPLOYMENT STATUS - Full-Time Employee - Designation by the institution as a full-time employee according to the terms of an official contract, appointment or agreement.

INSTRUCTION/RESEARCH - See MANPOWER RESOURCE CATEGORIES.

MANPOWER RESOURCE CATEGORIES - Categories of postsecondary education employees who primarily perform certain general kinds of activities, derived from A Manuel for Budgeting and Accounting for Manpower Resources in Postsecondary Education, published by GPO and used for reporting purposes on HEGIS 2300-3. Each category of employee represents a different kind of manpower resource available to the institution. (For detailed definitions please see Appendix A of A Manual for Budgeting and Accounting for Manpower Resources in Postsecondary Education, GPO, 1977.) The categories are:

1. EXECUTIVE/ADMINISTRATIVE/MANAGERIAL - Employees who exercise primary responsibility for the management of the institution, or a customarily recognized department, or subdivision thereof. Assignment in this category customarily requires the incumbent to exercise discretion and independent judgement and to direct the work of others.

   Examples of positions included in this category are president, controller, and dean. Chairmen of academic departments will be reported in the Instruction/Research category if they have no other administrative title.

2. INSTRUCTION/RESEARCH - Individuals employed for the primary purposes of performing instruction, research, or both activities. To be included in this category, individuals should devote 50 percent or more of their time to instruction, research or the combination of those activities.

   Further subcategories are:

   a. Senior Instruction/Research - most commonly associated with such titles as professor and associate professor.

   b. Junior Instruction/Research - most commonly associated with such titles as assistant professor and instructor.

   c. Graduate Student or Instruction/Research Assistants - most commonly associated with such titles as teaching assistant, teaching associate, etc.

DEFINITIONS (CONTINUED)

Column 2

3. SPECIALIST/SUPPORT - Individuals employed for the primary purpose of performing academic support, student service, and institutional support activities. Excludes individuals who have executive or managerial (supervisory) responsibilities in these areas. Includes such employees as librarians, accountants, systems analysts, student personnel workers, counselors, salesmen, recruiters, and so forth.

4. TECHNICAL - Individuals who exercise specialized knowledge and skills of the type normally acquired in postsecondary education programs that do not lead to a bachelor's degree. Such technical staff may be computer operators, dental assistants, draftsmen, airplane pilots, etc.

5. OFFICE/CLERICAL - Individuals employed for the primary purpose of performing clerical and secretarial duties.

6. CRAFTS/TRADES - Individuals employed for the primary purpose of performing manually skilled activities in a craft or trade, including air conditioning installers, appliance repair technicians, etc.

7. SERVICE - Individuals employed for the primary purpose of service activities. Included in this category are such employees as custodians, groundskeepers, security guards, food service workers, and so forth.

TENURE STATUS - The institutional designation that serves to identify the status of an employee with respect to permanence of appointed position. The following categories will be used:

1. TENURED - Individuals who have been granted tenure.

2. NON-TENURED, ON TRACK - Individuals who are eligible for, but have not been granted, tenure.

3. NOT ELIGIBLE - Individuals who are not eligible for tenure.

INSTRUCTIONS

1. For purposes of this survey, the Instructional faculty is defined as those members of the Instruction/Research staff who are employed on a full-time basis and whose major regular assignment is instruction, including those with released time for research and instructional faculty for preclinical and clinical medicine. Include employees on the payroll as of Octoer 15, with both 9/10- and 11/12-month contracts. Include individuals on sabbatical leave. Exclude entirely from this survey: a) replacements for individuals on sabbatical leave; b) instruction/research assistants (category (2)c in the definition of instruction research employee); and c) part-time employees. With the exception of preclinical and clinical medicine, the population surveyed in ADHE 11-0 should be the same as the population surveyed in HEGIS 2300-3.

2. In COLUMN A, LINES 1 through 11, enter the total number of full-time instruction/research employees in each of the age categories listed. Use the chronological age of each employee as of the end of the fiscal year for which the report is submitted.

3 Enter in COLUMN B, LINES 1 through 11, the number of instruction/research employees reported in COLUMN A who have tenure. If there is no formal tenure system at the reporting institution, enter in COLUMN B the number of instruction/research employees with security of employment (as defined by the institution).

4. Enter in COLUMN C, LINES 1 through 11, the number of instruction/research employees reported in COLUMN A who are eligible for tenure but who have not been granted tenure. If there is no formal tenure system, enter in COLUMN C the number of instruction/research employees who are eligible for security of employment (as defined by the institution).

5. Enter on LINE 12 the number of instruction/research employees for whom age is unknown. It is expected that the number reported in this category will be quite small.

6. Enter on LINE 13, the sum of LINES 1 through 12 for COLUMN A, COLUMN B, and COLUMN C. The sum of COLUMN B and COLUMN C will not equal COLUMN A because non-tenured instruction/research employees who are not eligible for tenure consideration (not on the tenure track) are reported only in COLUMN A.

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE-11-O
HEADCOUNT OF FULL-TIME INSTRUCTION/
RESEARCH EMPLOYEES BY AGE
(See Instructions)

FICE CODE _ _ _ _ _

INSTITUTION _____

TERM AND YEAR _____

COMPLETED BY _____

DATE COMPLETED _____

TELEPHONE NO. _____

AGE		ALL I/R EMPLOYEES (A)	TENURED I/R EMPLOYEES (B)	NON-TENURED, ON-TRACH, I/R EMPLOYEES (C)
LESS THAN 26	(01)			
26 - 30	(02)			
31 - 35	(03)			
36 - 40	(04)			
41 - 45	(05)			
46 - 50	(06)			
51 - 55	(07)			
56 - 60	(08)			
61 - 65	(09)			
66 - 70	(10)			
71 AND OVER	(11)			
AGE UNKNOWN	(12)			
TOTAL	(13)			

INSTRUCTIONS AND DEFINITIONS FOR ADHE - 12-0 HEADCOUNT OF INSTRUCTION/RESEARCH EMPLOYEES BY HEGIS DISCIPLINE DIVISION

DEFINITIONS

EMPLOYEE, HEADCOUNT - A simple, unduplicated tally of all specified employees, usually by a characteristic such as full-time/part-time, age or sex.

EMPLOYMENT STATUS - Full-Time Employee - Designation by the instituution as a full-time employee according to the terms of an official contract, appointment or agreement.

Part-Time Employee - Designation by the institution as a part-time employee according to the terms of an official contract, appointment or agreement.

Graduate Assistant/Teaching Assistant/Teaching Associate - a person engaged in a graduate program who is employed to teach part-time customarily as a means of financial support for his graduate studies.

INSTRUCTION/RESEARCH - See MANPOWER RESOURCE CATEGORIES.

MANPOWER RESOURCE CATEGORIES - Categories of postsecondary education employees who primarily perform certain general kinds of activities, derived from A Manuel for Budgeting and Accounting for Manpower Resources in Postsecondary Education, published by GPO and used for reporting purposes on HEGIS 2300-3. Each category of employee represents a different kind of manpower resource available to the institution. (For detailed definitions please see Appendix A of A Manual for Budgeting and Accounting for Manpower Resources in Postsecondary Education, GPO, 1977.) The categories are:

1. EXECUTIVE/ADMINISTRATIVE/MANAGERIAL - Employees who exercise primary responsibility for the management of the institution, or a customarily recognized department, or subdivision thereof. Assignment in this category customarily requires the incumbent to exercise discretion and independent judgement and to direct the work of others.

   Examples of positions included in this category are president, controller, and dean. Chairmen of academic departments will be reported in the Instruction/Research category if they have no other administrative title.

DEFINITIONS (CONTINUED)

Column 2

2. INSTRUCTION/RESEARCH - Individuals employed for the primary purposes of performing instruction, research, or both activities. To be included in this category, individuals should devote 50 percent or more of their time to instruction, research or the combination of those activities.

   Further subcategories are:

   a. Senior Instruction/Research - most commonly associated with such titles as professor and associate professor.

   b. Junior Instruction/Research - most commonly associated with such titles as assistant professor and instructor.

   c. Graduate Student or Instruction/Research Assistants - most commonly associated with such titles as teaching assistant, teaching associate, etc.

3. SPECIALIST/SUPPORT - Individuals employed for the primary purpose of performing academic support, student service, and institutional support activities. Excludes individuals who have executive or managerial (supervisory) responsibilities in these areas. Includes such employees as librarians, accountants, systems analysts, student personnel workers, counselors, salesmen, recruiters, and so forth.

4. TECHNICAL - Individuals who exercise specialized knowledge and skills of the type normally acquired in postsecondary education programs that do not lead to a bachelor's degree. Such technical staff may be computer operators, dental assistants, draftsmen, airplane pilots, etc.

5. OFFICE/CLERICAL - Individuals employed for the primary purpose of performing clerical and secretarial duties.

6. CRAFTS/TRADES - Individuals employed for the primary purpose of performing manually skilled activities in a craft or trade, including air conditioning installers, appliance repair technicians, etc.

DEFINITIONS (CONTINUED)
Column 3

7. **SERVICE** - Individuals employed for the primary purpose of service activities. Included in this category are such employees as custodians, groundskeepers, security guards, food service workers, and so forth.

STANDARD DISCIPLINE NAME - The discipline division name that is provided in HEGIS to describe specific subject matter areas associate with the taxonomy code numbers. The first two digits of the four-digit code identify the discipline division.

TAXONOMY CODE NUMBER - A four-digit numerical code for the discipline division and discipline specialty names in accordance with the standard coding system contained in the HEGIS and Handbook VI taxonomies of instructional programs.

TENURE STATUS - The institutional designation that serves to identify the status of an employee with respect to permanence of appointed position. The following categories will be used:

1. TENURED - Individuals who have been granted tenure.

2. NON-TENURED, ON TRACK - Individuals who are eligible for, but have not been granted, tenure.

3. NOT ELIGIBLE - Individuals who are not eligible for tenure.

INSTRUCTIONS

1. Include instruction/research employees on the payroll as of October 15, with both 9/10- and 11/12-month contracts. Include instruction/research employees on sabbatical leave and instructional faculty for preclinical and clinical medicine. Exclude entirely from this survey: a) replacements for individuals on sabbatical leave; b) instructions/research assistants (category (2)c is the definition of instruction/research employee); and c) laboratory school employees. With the exception of preclinical and clinical medicine, the population surveyed in ADHE 12-0 should be the same as the population surveyed in HEGIS 2300-3.

2. Enter in COLUMN A, LINES 1 through 30, the headcount number of full-time instruction/research employees in each of the HEGIS discipline divisions.

3. Assign all instruction/research employees to an appropriate discipline division. Each individual should be assigned to one, and only one, discipline division on the basis of the discipline code of the department in which he/she has tenure or is eligible for tenure. Non-tenured individuals who are not on the tenure track should be assigned to a discipline on the basis of primary assignment.

4. If your institution does not have a formal tenure system, enter in COLUMN D, LINES 1 through 30, for each of the discipline divisions, the headcount number of full-time employees reported in COLUMN A who have security of employment (as defined by the institution) in each of the discipline divisions.

5. If your institution does not have a formal tenure system, enter in COLUMN F the headcount number of full-time employees reported in COLUMN A who are eligible for security of employment (as defined by the institution) but who have not yet been granted security.

6. Complete COLUMNS B, E, and G for part-time instruction/research employees using the procedures used for reporting full-time employees.

7. Enter on LINE 31, the sum of LINES 1 through 30 for each COLUMN.

8. The number reported on LINE 31, COLUMN A should be the same number which was reported on LINE 13, COLUMN A of ADHE Form 11-0.

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE-12-O
HEADCOUNT OF INSTRUCTION/RESEARCH
EMPLOYEES BY HEGIS DISCIPLINE DIVISION
(See Instructions)

FICE CODE _ _ _ _ _ _ _

Institution_____

Term and Year_____

Completed By_____

Date Completed_____

Telephone No._____

HEGIS DISCIPLINE DIVISION			ALL I/R EMPLOYEES			TENURED I/R EMPLOYEES		NON-TENURED, ON-TRACK, I/R EMPLOYEES	
CODE	DESCRIPTION		Full-Time (A)	Part-Time (B)	Total (C)	Full-Time (D)	Part-Time (E)	Full-Time (F)	Part-Time (G)
0100	Agric. & Nat. Resources	(01)							
0200	Arthitect & Environ. Design	(02)							
0300	Area Studies	(03)							
0400	Biological Studies	(04)							
0500	Business & Management	(05)							
0600	Communications	(06)							
0700	Computer & Inform. Sci.	(07)							
0800	Education	(08)							
0900	Engineering	(09)							
1000	Fine & Applied Arts	(10)							
1100	Foreign Languages	(11)							
1200	Health Professions	(12)							
1300	Home Economics	(13)							
1400	Law	(14)							
1500	Letters	(15)							
1600	Library Science	(16)							
1700	Mathematics	(17)							
1800	Military Science	(18)							
1900	Physical Sciences	(19)							
2000	Psychology	(20)							
2100	Public Affairs & Service	(21)							
2200	Social Sciences	(22)							
2300	Theology	(23)							
4900	Interdisciplinary Studies	(24)							
5000	Business & Commerce Tech.	(25)							
5100	Data Processing Tech.	(26)							
5200	Health Serv. & Paramed. Tech.	(27)							
5300	Mech. & Engineering Tech.	(28)							
5400	Natural Science Tech.	(29)							
5500	Public Serv. Related Tech.	(30)							
TOTAL		(31)							

INSTRUCTIONS AND DEFINITIONS FOR ADHE - 13-1 and ADHE - 13-2 ACADEMIC PROGRAM INVENTORY UPDATE PROGRAMS ADDED AND DROPPED, AND PROGRAM CHANGES

DEFINITIONS

DEGREE/DIPLOMA/CERTIFICATE - An award or title conferred upon an individual for the completion of a program or courses of study. Additionally, an honorary degree/diploma/certificate may be awarded to an individual in recognition of his or her public service and/or distinguished career-related endeavors. The following mutually exclusive categories will be used:

1. CERTIFICATE OR DIPLOMA (LESS THAN ONE YEAR) - An award for the successful completion of a course of study or program offered by a postsecondary education institution and designed for completion in less than one academic year.

2. CERTIFICATE OR DIPLOMA (ONE YEAR TO TWO YEARS) - An award for the successful completion of a program offered by a postsecondary education institution and designed for completion in one academic year to two academic years.

3. CERTIFICATE OR DIPLOMA (TWO YEARS) - An award for the successful completion of a program offered by a postsecondary education institution and designed for completion in at least two academic years.

4. ASSOCIATE DEGREE (TWO YEARS OR MORE) - A degree granted upon completion of an educational program that is less than the baccalaureate level and that requires at least two but fewer than four academic years of postsecondary education.

5. BACHELOR's DEGREE - Any earned academic degree granted upon completion of an educational program that generally requires four to five years and carries the title of Bachelor.

6. FIRST PROFESSIONAL DEGREE - The first earned degree in a professional field. The following degrees in specific professional programs are included:

   a. Chiropractic (DCM or DC)
   b. Dentistry (DDS or DMD)
   c. Law, General (LLB or JD)
   d. Medicine (MD)
   e. Optometry (OD)
   f. Osteopathic Medicine (DO)
   g. Pharmacy (D Phar)
   h. Podiatry (Pod D, DP, or PM)
   i. Theological Professions, General (BD, M Div, Rabbi)
   j. Veterinary Medicine (DVM)

DEFINITIONS (CONTINUED)
Column 2

7. MASTER'S DEGREE - Any earned academic degree carrying the title of Master. In liberal arts and sciences, the degree customarily is granted upon successful completion of one or two academic years of work beyond the bachelor's level. In professional fields, it is an advanced professional degree carrying the master's designation (e.g., LLM, MS [Master of Surgery or Master of Science], MSW [Master of Social Work]) earned after the undergraduate or first professional degree.

8. SPECIALIST DEGREE/CERTIFICATE - An earned academic degree or certificate carrying the title of specialist and awarded as an intermediate degree between the Master's and the Doctorate.

9. DOCTORAL DEGREE - An earned academic degree carrying the title of Doctor and awarded upon completion of an educational program at the graduate level. Not to be included are first professional degrees such as MD, DDS.

10. OTHER - Includes only those earned degrees/diplomas/certificates which cannot be classified in one of the categories above.

11. HONORARY DEGREE/DIPLOMA/CERTIFICATE - A degree/diploma/certificate awarded to an individual in recognition of his or her public service and/or distinguished career-related endeavors.

DISCIPLINE SPECIALTY (MAJOR FIELD OF STUDY) - Standard discipline specialty names as categorized by the taxonomy of fields of study published by NCES and used in HEGIS 2300-2.1 and certain ADHE reports. The last two digits of the taxonomy code are used to identify the specialties within a discipline division (See STANDARD DISCIPLINE NAME).

TAXONOMY CODE NUMBER - A four-digit numerical code for the discipline division and discipline specialty names in accordance with the standard coding system contained in the HEGIS and Handbook VI taxonomies of instructional programs.

INSTRUCTIONS

ADHE 13-1
Part A

1. For each program added during the previous academic year, list the four-digit HEGIS code in COLUMN A, and standard discipline specialty name in COLUMN B and the institutional title of the program in COLUMN C.

2. Enter the degree level of the program, using the following code in COLUMN D:

   C = Certificate for program of one semester but less than one year;
   C1 = Certificate for program of one year but less than two years;
   C2 = Certificate for program of at least two years but less than four years;
   A = Associate degree program
   B = Bachelor's degree program
   M = Master's degree program
   S = Specialist degree program
   D = Doctoral degree program
   P = First Professional degree program

3. Complete COLUMN E to enter additional information about the degree only if the designations are other than the following normal degree designations:

   BA = Bachelor of Arts BS = Bachelor of Science
   MA = Master of Arts MS = Master of Science
   PhD = Doctor of Philosophy

4. Report in COLUMN F in date the program will be added, that is, a reasonable date to indicate the availability of the program to students.

5. Report in COLUMN G the date the program was submitted to ADHE proposing the program to be offered.

Part B

6. For reporting programs dropped during the past year, follow instructions number 1 through 3, above, for COLUMNS A through E.

INSTRUCTIONS (CONTINUED)
Column 2

7. Report in COLUMN F the date after which students will not be permitted to enroll in the program.

8. Report in COLUMN G the date of any notification to ADHE that the institution intended to discontinue offering the program.

ADHE 13-2

9. Report all existing programs for which there have been changes (e.g., title, type of degree) during the previous year.

10. List each program by four-digit HEGIS taxonomy code (COLUMN A), discipline specialty, (COLUMN B) and prior institutional name and degree (COLUMNS C, D, and E) specifying degree type as well as level (for example, Psychology, B.S.).

11. Report the new institutional title and degree level and type as changed in COLUMNS F, G, and H.

12. Include the date the notification of the change was submitted to ADHE and the date the change was effective.

13. List only one program change per line.

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE - 13-1
ACADEMIC PROGRAM INVENTORY UPDATE
PROGRAMS ADDED AND DROPPED
(See Instructions)

FICE CODE _ _ _ _ _ _

INSTITUTION_____

YEAR_____

COMPLETED BY_____

DATE COMPLETED_____

TELEPHONE NO._____

PART A: PROGRAMS ADDED

HEGIS DISCIPLINE SPECIALTY		INSTITUTIONAL DESIGNATION OF PROGRAM TITLE	DEGREE		EFFECTIVE DATE	NOTIFICATION DATE
CODE (A)	DESCRIPTION (B)	(C)	LEVEL (D)	TYPE (E)	MO/DA/YR (F)	MO/DA/YR (G)

PART B: PROGRAMS DROPPED

HEGIS DISCIPLINE SPECIALTY		INSTITUTIONAL DESIGNATION OF PROGRAM TITLE	DEGREE		EFFECTIVE DATE	NOTIFICATION DATE
CODE (A)	DESCRIPTION (B)	(C)	LEVEL (D)	TYPE (E)	MO/DA/YR (F)	MO/DA/YR (G)

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE - 13-2
ACADEMIC PROGRAM INVENTORY UPDATE:
PROGRAM CHANGES
(See Instructions)

FICE CODE _ _ _ _ _ _

INSTITUTION NAME_____

YEAR_____

COMPLETED BY_____

DATE COMPLETED_____

TELEPHONE NUMBER_____

HEGIS DISCIPLINE SPECIALTY		CHANGE FROM			CHANGE TO			EFFECTIVE DATE MO/DA/YR (I)	NOTIFICATION MO/DA/YR (J)
			DEGREE			DEGREE			
Code (A)	Description (B)	Institutional Designation Of Program Title (C)	LEVEL (D)	TYPE (E)	Institutional Designation (F)	LEVEL (G)	TYPE (H)		

13-4

INSTRUCTIONS AND DEFINITIONS FOR
ADHE - 14-0
ANNUAL REPORT OF ACADEMIC POSITIONS

DEFINITIONS

SEE the definitions provided with the INSTRUCTIONS for ADHE Form 11-0.

INSTRUCTIONS

PLEASE SUBMIT 75 COPIES OF THIS REPORT ON LEGAL SIZE (8 1/2 x 14") PAPER

During the 1979 session of the General Assembly, the following section was placed in each institutional appropriation act for the 1979/81 biennium:

> "The _____(INSTITUTION)_____ shall report annually to the Arkansas Legislative Council, the name of the employees paid from academic positions in Section 1 hereof, the title to which the employee is assigned, the annual salary rate of such employee, and the number of classroom hours in which the employee is engaged in teaching per week. Such report is to be submitted to the Department of Higher Education for compilation prior to submission to the Arkansas Legislative Council."

1. Personnel Included - The report of academic personnel should include all academic employees (those paid in academic positions as listed in the appropriation act) on contract by October 15 of the reporting year. It should include academic personnel who may not be teaching during the year and those employed on only a part-time basis. If some academic employees hold academic appointments but are assigned no teaching responsibilities, they should be shown with the appropriate column marked showing their main function as provided on the report.

2. Report Format - The report should be generated in the format as attached with all professors shown first under a sub-heading. Following that should be a sub-heading for associate professors and other academic positions progressing through the report. It is not necessary to attempt to group employees by departments, schools, or colleges. Employees should be listed under each sub-heading in alphabetical order of the last name. Institutional Averages should be drawn for COLUMNS E and H at the end of the report.

3. Enter in COLUMN A, Act Item Number, the item number of the position in your appropriation act for 1979/81 from which the employee is paid.

4. In COLUMN B, Name, report the name of the employee. This should include the last name and first and second initials of the employee with the last name shown first. In COLUMN C show the title in your appropriation act for 1979/81 assigned to the employee.

5. Enter in COLUMN D, Legislative Maximum Salary Authorized, the maximum salary authorized in the act for the position from which the employee is being paid. Then in COLUMN E, Contract Salary, show the total salary for which the employee is contracted for the term shown in COLUMN F.

INSTRUCTIONS (CONTINUED)
Column 2

6. In COLUMN F, Contract Term, show the number of months for which the employee is contracted to provide services to the institution.

7. Enter in COLUMN G, Proportion of Time Employed by the Institution, the proportion of time the employee is employed by the institution. For full-time employees, this column should have 1.0 entered. If an employee is spending only half-time at the institution and is employed elsewhere the remainder of the time, enter 0.5 in the column. Report likewise for other proportions of time.

8. In COLUMN H, Instructional Contact Hours per Week, show the number of formally scheduled and assigned faculty contact hours per week with students. Included should be those hours devoted to classroom instruction, laboratory instruction, private lessons included as a part of instructional responsibilities and for which the faculty member is not directly paid by the student, and other similar assigned and scheduled contact hours. When faculty members share responsibility for a course, each should report only the average formal contact hours he spends with the class. If the number of hours per week is less than 12 for undergraduate faculty or 9 for graduate faculty, indicate the main function of the faculty member by placing an X in ONE of the next four columns. If the number of hours per week is 12 or more for undergraduate faculty or nine or more for graduate faculty then leave the next four columns blank. Indicate the graduate faculty by placing "G" after the contact hours.

9. Place an X in COLUMN I, Research and Scholarship, if the faculty member is spending the major part of his time with the institution on sponsored and non-sponsored research, writing of articles and books, maintaining an artistic skill, creating new art forms, reading articles and books related to the maintenance of professional knowledge or expertise, and attending professional meetings.

10. Place an X in COLUMN J, Administration, if the faculty member is spending the major part of his time with the institution on administrative duties. This would include performing duties as a department chairman, dean, or other administrative position, the preparation of faculty service reports and questionnaires, and committee participation.

11. Place an X in COLUMN K, Public Service, if the faculty member is spending the major part of his time with the institution on general professional service/advice directed outside the institution. Included would be such services as consulting, advising, public lectures, agricultural extension work, patient care, and similar services. Do NOT report time for activities in which the employee is paid directly from non-institutional sources.

12. Place an X in COLUMN L, Other, if the faculty member is spending the major part of his time with the institution in some other area not covered in the four preceding columns.

INSTRUCTIONS (CONTINUED)
Column 3

13. Institutional Averages - Place an institutional average for COLUMNS E and H after all academic positions have been listed, using the following instructions:

    A. Full-time Employees. (Those for which 1.0 is included in Column C.) Show the average contract salary for full-time employees at the end of Column E. Show the average number of hours spent per week in instructional contact by full-time employees at the end of COLUMN H.

    B. Part-time Employees. (Those for which a number less than 1.0 is shown in Column G.) Show the average contract salary for part-time employees at the end of Column E. Show the average number of hours spent per week in instructional contact by part-time employees at the end of Column H.

14. Each page of the report must be numbered using the number system listed below. For example, Arkansas State University would use a 2 and would consecutively number each page of the report 2-1, 2-2, 2-3, etc. THE NUMBER MUST BE PLACED AT THE BOTTOM OF THE PAGE IN THE CENTER (See Example). Please submit report on 8 1/2 "x 14" paper.

2-3_ _ _ _ _ _ _ _ PAGE NUMBER

2 - Arkansas State University
3 - Arkansas State University-Beebe
4 - Arkansas Tech University
5 - East Arkansas Community College
6 - Garland County Community College
7 - Henderson State University
8 - Mississippi County Community College
9 - North Arkansas Community College
10 - Phillips County Community College
11 - Southern Arkansas University
12 - Southern Arkansas University-El Dorado Branch
13 - Southern Arkansas Univeristy-Technical Branch
14 - University of Arkansas-Fayetteville
15 - University of Arkansas-Little Rock
16 - University of Arkansas for Medical Sciences
17 - University of Arkansas-Monticello
18 - University of Arkansas-Pine Bluff
19 - University of Central Arkansas
20 - Westark Community College

THE FORM PROVIDED IN THIS MANUAL IS A REDUCED FORM, PLEASE USE THE "8 1/2" X 14" FORM THAT WILL BE SENT WITH THE FALL FORM PACKET.

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE - 14-0
ANNUAL REPORT OF ACADEMIC POSITIONS
(See Instructions)

FICE CODE _ _ _ _ _ _

INSTITUTION_____

TERM AND YEAR_____

COMPLETED BY_____

DATE COMPLETED_____

TELEPHONE NO._____

ACT ITEM NO. (A)	NAME (B)	TITLE (C)	LEG. MAX SALARY AUTHORIZED (D)	CONTRACT SALARY (E)	CONTRACT TERM (F)	PROPORTION TIME EMPLOYED BY INSTITUTION (G)	INSTR. CONTACT HRS/WK (H)	MAIN FUNCTION: (PLACE X IN ONLY ONE COLUMN PER POSITION) Res. & Schol. (I)	Admin. (J)	Public Service (K)	Other (L)
INSTITUTIONAL AVERAGE		XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX	XXXXXXXXXX		XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
		XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX	XXXXXXXXXX		XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX

8 1/2" X 14" COPIES FOR COMPLETION WILL BE PROVIDED BY ADHE

14-3

INSTRUCTIONS AND DEFINITIONS FOR
ADHE - 15-1
STUDENT CREDIT HOURS ENROLLED BY HEGIS
DESCIPLINE CATEGORY-FOUR-YEAR INSTITUTIONS

DEFINITIONS

CAMPUS - An educational facility which has been established for the purpose of offering credit courses leading to one or more degrees. (Non-credit courses may also be offered at the location.) Essential characteristics are (a) a physical plant owned or legally controlled by the institution which provides classroom and office space for students and resident administrative staff, faculty, and support staff and services, and (b) course offerings sufficient to enable students to earn degrees through attendance at the location. See REPORTING UNIT STRUCTURE.

CANCELLED REGISTRATION STUDENT - A student who has completed the registration procedure and has paid fees in full (or has made acceptable arrangements for the payment of fees) but whose registration is subsequently cancelled and fees refunded or forgiven in full.

CENSUS DATE - The end of the eleventh day of classes in a regular term and the end of the fifth day during each summer term.

COURSE AUDITOR - When referring to students or courses, an auditor is a person who is officially registered in a credit-bearing course but who will not be receiving semester credits for participation in the course. An auditor may pay a special fee for the privilege of auditing rather than the regular per-credit-hour fee as charged to credit-seeking students.

CREDIT COURSES - Courses for which upon successful completion enrolled students are given credit that can be applied to meet the requirements for a degree, certificate, or similar academic award at the granting institution or can be transferred (and a reasonable expectation of transfer exists) to meet requirements for a degree or certificate at another Arkansas institution. (See Fundable Credit.)

DEVELOPMENTAL COURSES - Courses which prepare students to enroll for credit courses that can be applied to meet the requirements for a degree, certificate, or similar academic award at an Arkansas institution of higher education. Developmental courses may result in semester credit hour equivalents. (See semester credit hour equivalent and fundable credit.)

ENROLLMENT - A student who is counted on a headcount basis as registered on the final census date for the reporting term (e.g., fall, winter/spring).

FUNDABLE CREDIT - Those courses recognized for funding in the ADHE funding process. This includes on-campus credit, off-campus credit, developmental courses resulting in credit or credit equivalency, and fundable high school enrollment as defined herein.

DEFINITIONS (CONTINUED)
Column 2

HIGH SCHOOL ENROLLMENT - Students who are enrolled simultaneously in a high school and an institution of higher education but have not yet graduated from high school. Fundable Credit for High School Student Enrollment:

1. Those credits in which high school students are enrolled as a part of a recognized college/high school cooperative vocational program.

2. Those on-campus credits for which high school students pay their own fees and enroll for higher education vocational or nonvocational credit in addition to their normal high school program. (Fees paid by the public school district, subdivision thereof, or any entity directly related thereto, will not meet the requirement of this definition).

NO SHOW STUDENT - A student who has been accepted for admission to the institution and has given an indication, e.g., fee deposit, that he intends to enroll but does not complete the registration procedure or attend any classes.

NORMAL STUDENT LOAD - To be used for determining Full-Time-Equivalent Students (FTE) only. The number of credit hours required in order to complete the student program divided by the number of regular academic terms normally required for the program. For calculating and reporting full-time-equivalent (FTE) students on HEGIS and ADHE surveys, the following student load conventions will be used.

USE ONLY FOR DETERMING FTE

LEVEL	Sem. Cr. Hr. in Sem. or Qtr. Cr. Hr. in Qtr.*	Sem. Cr. Hr. in Qtr.*	Sem. or Qtr. Cr. Hr. in 8-Week Sum. Sess.	Short Term or Inter-Session
Lower Division; Upper Division	15	10	7.5	**
Master's, Intermediate; Doctoral	12	8	6	**
First Professional	***	***	***	***

*Includes ten-week summer session.
**Determined as 1.0 semester or quarter credit hour per week of short te or intersession
***Institutionally determined on the basis of the requirements of the spec fic program.

DEFINITIONS (CONTINUED)
Column 3

OFF-CAMPUS - Refers to credit courses offered anywhere other than in the facilities or on the grounds of a four-year institution (or Branch Campus), or to students or faculty engaged in such activities. Community college courses offered anywhere outside the district in which the community college is located are considered off-campus. Included are expenditures for newspaper and television credit courses. Excluded are those instructional activities which are an integral part of on-campus instructional programs but take students away from the campus for a special learning experience, e.g., clinical experiences in health programs, practicums in student teaching, field work and internships. See CAMPUS and ON-CAMPUS.

OFF-SCHEDULE - Refers to courses (and irregular academic terms) which are offered on a calendar which does not generally correspond with the calendar of the regular academic term.

ON-CAMPUS - Refers to courses taking place in the facilities or on the grounds of an institution, excluding community colleges, or to students or faculty engaged in such activities. Community College courses offered inside the legal taxing district of the community college are considered on-campus. Excluded from on-campus are home study courses offered by means of radio, open circuit television, newspaper, correspondence. See CAMPUS and OFF-CAMPUS.

ON-SCHEDULE - Refers to courses offered on a schedule which generally corresponds with the regular academic term. At most institutions, the majority of courses are on-schedule. Included are evening courses which may not begin on the same date as day courses.

REGULAR ACADEMIC TERM - Refers to the calendar periods established by an institution for the conduct of educational activities and which correspond to the basic periods of the institution's Predominant Calendar System, as defined above. E.g., in a semester calendar, the Regular Academic Terms are the fall semester, the winter or spring semester and the first and second summer term; in a quarter system, the Regular Academic Terms are the fall quarter, the winter quarter, the spring quarter, and in many institutions, the summer quarter.

REPORTING UNIT STRUCTURE - The type of organization that identifies the institution for reporting purposes.

1. Single-Campus Institution - A postsecondary education institution that conducts its programs at a single site, a campus. It may, however, offer courses at sites away from the campus. See CAMPUS.

2. Main Campus - Usually the location of the core, primary, or most comprehensive program (in institutions consisting of a main campus and one or more residence centers). Unless the institution wide or central administrative office for such institutions is reported to be at a different location, the main campus is also the location of the central administrative office.

DEFINITIONS (CONTINUED)
Column 4

3. Branch Campus - As designated by the State Board of Higher Education. For reporting purposes, a facility of a postsecondary education institution which is organized on a relatively permanent basis (that is, has a relatively permanent administration), that offers an organized program or programs of study of at least two years, (as opposed to courses) and is located in a community different from that of the main campus of the institution.

4. Campus in a Multi-Campus System - An administratively equal campus in a complex of two or more institutions, each separately organized or independently complete, under the control or supervision of a single administrative body.

5. Central Administration - The administrative body or component that supervises the various administratively equal campuses in a multi-campus system.

SEMESTER CREDIT HOUR - A unit of measure that represents one student engaged in an instructional activity for a semester for which one credit hour is granted upon successful completion of the activity. (Also see SEMESTER CREDIT HOUR EQUIVALENT.)

SEMESTER CREDIT HOUR EQUIVALENT - Unit of measure that represents the equivalent of one student engaged in an instructional activity for a semester for which one credit hour or fraction thereof may be granted upon completion of the activity. (See developmental course.)

STANDARD DISCIPLINE NAME - The discipline division name that is provided in HEGIS to describe specific subject matter areas associate with the taxonomy code numbers. The first two digits of the four-digit code identify the discipline division.

STUDENT COUNTS (Enrollment Measures) - The recording or reporting of student data for internal and/or reporting purposes. The following two types of statistics are used:

Headcounts - A simple, unduplicated tally of all students by a characteristic, such as full-time/part-time, geographic origin, or age.

Student, full-time - a student who is enrolled for a number of credit hours at least equal to .75 times the applicable normal student load with the product rounded to the next larger whole number. Minimum numbers of credit hours required to be classified as Student, Full-Time are as follows:

DEFINITIONS (CONTINUED)
Column 5

USE ONLY FOR DETERMINING FULL-TIME STUDENT

Level	Sem. Cr. Hr. in Sem. or Qtr. Cr. Hr. in Qtr.*	Sem. Cr. Hr. in Qtr.*	Sem. or Qtr. Cr. Hr. in 8-Week Sum. Sess.	Short Term or Inter-Session
Lower Division; Upper Division	12	8	6	**
Master's; Intermediate; Doctoral	9	6	5	**
First Professional	***	***	***	***

*Includes ten-week summer session.
**Calculated as .75 times the Normal Student Load for the short-term or intersession (see NORMAL STUDENT LOAD) with the product rounded to the next larger whole number.
***Determined for each program as .75 times the Normal Student Load, with the product rounded to the next larger whole number.

Student, part-time - A student who is enrolled for a number of credit hours (or other units) which is less than that required for the student to be classified as Student, Full-Time.

Full-Time-Equivalent (FTE) - A constructed count (or measure) calculated by dividing the total number of credit hours generated at a given student level by the applicable normal student load. SEE NORMAL STUDENT LOAD.

STUDENT LEVEL - Refers to the proportion of total requirements a student has obtained, as of the census date, toward the completion of the degree/diploma or certificate program in which the student is enrolled. The following mutually exclusive student level categories will be used:

UNDERGRADUATE:

1. LOWER DIVISION - A student who a) is enrolled in a program(s), course(s) of study, or activity(ies) which leads to an associate degree (including three-year associate degree programs) or a bachelor's degree and has earned less that 60 semester credit hours; or b) is enrolled in an undergraduate occupational or vocational program(s) of three or fewer years' duration which results in formal recognition below the baccalaureate degree. (Typically, this individual would be classified as a freshman or a sophomore.) The following subdivisions may also be used:

   (a) FRESHMAN - A lower division student who has earned fewer than 30 semester credit hours.

   (b) SOPHOMORE - A lower division student who has earned at least 30 but less than 60 semester credit hours. (In institutions offering two-year or less programs, students who have earned 30 or more semester credit hours are classified as sophomores.)

DEFINITIONS (CONTINUED)
Column 6

2. UPPER DIVISION - A student who a) is not in an associate degree or occupational/vocational program(s), b) is enrolled in a bachelor's degree program, and c) has earned 60 semester credit hours. (Typically, this individual is classified as a junior or a senior.) This category includes a student in years three, four, or five of a five- year bachelor's degree program. The following subdivisions may also be used:

   a. JUNIOR - A student who has earned at least 60 but less than 90 semester credit hours.

   b. SENIOR - A student who has earned 90 or more semester credit hours.

3. UNCLASSIFIED PRE-BACCALAUREATE - A student who cannot be classified into on of the categories above because he or she is not enrolled in a program of study leading to a degree/diploma or certificate, even though taking courses with regular students. This category does not include students who have been admitted to pursue a degree but have not yet declared a major. This category does include students who have received an earned baccalaureate degree, have not been accepted by the institution for graduate-level study, and are taking undergraduate-level courses, such as teachers taking courses for certification.

FIRST PROFESSIONAL - A student who is enrolled in a first professional degree program. (See DEGREE/DIPLOMA/CERTIFICATE for an inclusive list of FIRST PROFESSIONAL DEGREE PROGRAMS.) A student enrolled in an undergraduate pre-professional curriculum or a student in one of the first two years corresponding to the undergraduate freshman or sophomore year of an integrated graduate professional degree program(s) should be classified as a lower division and not as a first professional student.

GRADUATE:

1. MASTER'S - A student who has received an earned baccalaureate degree, has been accepted for graduate-level study, and:

   a. Who is enrolled in a master's degree program, or

   b. Who is enrolled in a doctoral program but has earned less that 30 semester credit hours in graduate course work.

2. SPECIALIST - A student who has received an earned baccalaureate degree and is enrolled in a specialist degree program.

DEFINITIONS (CONTINUED)
Column 7

3. DOCTORAL - A student who has received a master's or specialist degree, or has earned at least 30 semester credit hours in graduate course work, and who is enrolled in a doctoral degree program.

4. UNCLASSIFIED POST-BACCALAUREATE - A student who has been awarded an earned baccalaureate degree and who is eligible to enroll in credit courses at the graduate or other post-baccalaureate level but who cannot be classified into one of the categories above because he or she has not been accepted by the institution for graduate-level study.

WITHDRAWAL STUDENT - A student who has completed the registration procedure and has paid fees (or made an acceptable arrangement for the payment of fees) and has attended classes in which he or she was enrolled but who subsequently withdraws his or her registration and receives a refund or forgiveness of a portion, but not all, of the fees he or she was assessed.

INSTRUCTIONS

Credit offered via television, newspaper, correspodence, credit by examination, credit for life experience or prior learning, nonfundable high school student credit and course auditors will be excluded from ADHE Forms 02-0, 02-1, 02-2, 02-3, 02-4, 15-1, 15-2, 15-3, and 15-4. These will be reported on form 04-0.

1. This report should be submitted for each regular academic term, summer term, and special terms such as inter-sessions.

2. The on-schedule reports are due four weeks after the census date for each term.

3. A separate ADHE Form 15-1 reporting enrollment in credit courses as of the census date should be submitted for each of the following categories, as appropriate to the institution reporting:

   1) On-Campus, On-Schedule Courses

   2) On-Campus, Off-Schedule Courses

4. Semester credit hours only should be reported on ADHE Form 15-1. Institutions awarding quarter credit hours or using other student progress units will convert those hours or units to semester credit hours using these conversion formulas:

   Quarter Credit Hours -- For converting quarter credit hours to semester credit hours, the standard relationship will be used. That is,

   2/3 times the number of quarter credit hours = number of semester credit hours

   1 1/2 times the number of semester credit hours = number of quarter credit hours

5. Do not report fractional credit hours. Report WHOLE numbers only, rounding in accordance with standard mathematical conventions.

6. Credit hours are reported by discipline division categories for courses in which students are enrolled, not by degree program categories. For example, a student majoring in biology might be taking courses in history and English as well as biology. Only those credit hours actually taken in biology would be reported in 0400 Biological Science. The credit hours taken in history would be reported in 2200, Social Sciences, and in English in 1500 Letters.

7. Credit hours should be classified according to the following levels.

INSTRUCTIONS (CONTINUED)
Column 2

Lower Level - Upper Level

Student semester credit hours should be reported at the appropriate level of the class taken. Students who possess baccalaureate degrees and who are taking classes at the undergraduate level to develop another speciality, to update old knowledge or for other purposes shall be reported as undergraduate hours at the appropriate level of the classes taken.

First Professional Level

All First Professional hours will be reported in Column D under Master's level, and will have an asterick in the right hand corner to indicate that it is First Professional Student Semester Credit hours.

Master's Level

All hours taken by students formally recognized by the institution as working toward a master's degree and which are applicable to the coursework plans of the student's degree program will be regarded as master's level hours. In addition, all hours taken by unclassified students who are taking graduate classes but who are not formally recognized by the institutions as working toward a master's, specialist, or doctoral degree shall be regarded as master's level hours.

Specialist Level

All hours taken by students formally recognized by the institution as working toward a specialist degree and which are applicable to the coursework plan of the student's degree program shall be regarded as specialist level hours.

Doctoral Level

All hours taken by students formally recognized by the institution as working toward a doctoral degree and which are applicable to the coursework plans of the student's degree program will be regarded as doctoral level hours.

8. The following additional instructions should be followed:

   Course Auditors. Credit hours for students auditing a course will not be reported on this form. They will be reported on Form 04-0.

   Donated Courses and Joint Program Courses. Credit hours for donated courses and joint program courses will be reported only by the institution offering the courses.

   a) Off-Schedule Courses. Credit hours for off-schedule courses will be accumulated and reported separately. The report for all such credit hours will be submitted not later than the time the report for on-schedule credit hours for the next succeeding term is submitted.

INSTRUCTIONS (CONTINUED)
Column 3

Off-schedule credit hour reports should be labelled according to the term during which the majority of the credit hours were accumulated. For example, a report of off-schedule credit hours that were accumulated during fall 1979, but submitted with the winter or spring 1980 report, should be labelled Fall Term 1979.

   b) Schedule Changes. Credit hour reports will be based on registrations that are fixed as of the census date for that term. (This "freezing" of a credit hour file for off-schedule courses will occur at a different time from that for on-schedule courses, but the application of a cut-off date must be comparable.) The credit hours of courses from which students withdraw after the census date will be included in credit hour reports. The credit hours of courses added by students after the census date will not be included.

9. Check the appropriate box in Part A which is applicable to the credit hours reported in Part B.

10. Enter on LINES 1 through 30 the total credit hours in each HEGIS discipline for which students are enrolled, by course level.

11. On LINE 31 enter the sum of LINES 1 through 30 for each column.

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE - 15-1
STUDENT CREDIT HOURS ENROLLED BY HEGIS DESCIPLINE CATEGORY - FOUR-YEAR INSTITUTIONS
(See Instructions)

FICE CODE _ _ _ _ _ _

INSTITUTION_____

TERM AND YEAR_____

COMPLETED BY_____

DATE COMPLETED_____

TELEPHONE NO._____

PART A: CHECK APPLICABLE BLANK
1. ___ ON-SCHEDULE
2. ___ OFF-SCHEDULE

PART B: DETAIL OF CREDIT HOURS BY STUDENT LEVEL

HEGIS DISCIPLINE CATEGORIES			LOWER DIVISION (A)	UPPER DIVISION (B)	TOTAL UNDER-GRAD. (C)	MASTER'S (D)	SPECIALIST (E)	DOCTORAL (F)	TOTAL GRAD. (G)
CODE	DESCRIPTION								
0100	Agri. & Nat. Resources	(01)							
0200	Architect & Environ. Design	(02)							
0300	Area Studies	(03)							
0400	Biological Studies	(04)							
0500	Business & Management	(05)							
0600	Communications	(06)							
0700	Computer & Inform. Sciences	(07)							
0800	Education	(08)							
0900	Engineering	(09)							
1000	Fine & Applied Arts	(10)							
1100	Foreign Languages	(11)							
1200	Health Professions	(12)							
1300	Home Economics	(13)							
1400	Law	(14)							
1500	Letters	(15)							
1600	Library Science	(16)							
1700	Mathematics	(17)							
1800	Military Science	(18)							
1900	Physical Sciences	(19)							
2000	Psychology	(20)							
2100	Public Affairs & Service	(21)							
2200	Social Sciences	(22)							
2300	Theology	(23)							
4900	Interdisciplinary Studies	(24)							
5000	Business & Commerce Tech.	(25)							
5100	Data Processing Tech.	(26)							
5200	Health Serv. & Paramed. Tech.	(27)							
5300	Mech. & Engineering Tech.	(28)							
5400	Natural Science Tech.	(29)							
5500	Public Serv. Related Tech.	(30)							
	TOTAL	(31)							

INSTRUCTIONS AND DEFINITIONS FOR ADHE - 15-2 STUDENT CREDIT HOURS ENROLLED BY HEGIS DISCIPLINE CATEGORY-TWO-YEAR INSTITUTIONS

DEFINITIONS

SEE the definitions provided with the INSTRUCTIONS for completing ADHE Form 15-1.

INSTRUCTIONS

State supported two-year institutions only should complete Form ADHE-15-2.

1. This report should be submitted for each regular academic term, summer term, and special terms such as inter-sessions.

2. This report is due four weeks after the census date for each term.

3. A separate ADHE Form 15-2 reporting enrollment in credit courses as of the census date should be submitted for each of the following categories, as appropriate to the institution reporting:

    1) On-Campus, On-Schedule Courses

    2) On-Campus, Off-Schedule Courses

4. Semester credit hours only should be reported on ADHE Form 15-2. Institutions awarding quarter credit hours or using other student progress units will convert those hours or units to semester credit hours using these conversion formulas:

    Quarter Credit Hours -- For converting quarter credit hours to semester credit hours, the standard relationship will be used. That is,
    2/3 times the number of quarter credit hours = number of semester credit hours
    1 1/2 times the number of semester credit hours = number of quarter credit hours.

5. Do not report fractional credit hours. Report WHOLE numbers only, rounding in accordance with standard mathematical conventions.

6. Credit hours are reported by discipline division categories for courses in which students are enrolled, not by degree program categories. For example, a student majoring in biology might be taking courses in history and English as well as biology. Only those credit hours actually taken in biology would be reported in 0400 Biological Science. The credit hours taken in history would be reported in 2200, Social Sciences, and English in 1500, Letters.

7. In Part A, check the one applicable box in accordance with instruction number 3 above.

8. Credit hours for unclassified pre-baccalaureate students should be included on ADHE Form 15-2.

9. Enter on LINES 1 through 30, Part B, the total credit hours in each HEGIS discipline for which students are enrolled.

10. Report in COLUMN A credit hours in courses offered on-campus. Report in COLUMN B credit hours in courses offered off-campus but within the community college district.

11. On LINE 31 enter the sum of LINES 1 through 30 for each column.

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE - 15-2
STUDENT CREDIT HOURS ENROLLED BY
HEGIS DESCIPLINE CATEGORY - TWO-
YEAR INSTITUTIONS
(See Instructions)

FICE CODE _ _ _ _ _ _ _

INSTITUTIONS_____

TERM AND YEAR_____

COMPLETED BY_____

DATE COMPLETED_____

TELEPHONE NO._____

PART A: CHECK APPLICABLE BLANK
1. ___ ON-SCHEDULE
2. ___ OFF-SCHEDULE

PART B: DETAIL OF CREDIT HOURS BY STUDENT LEVEL

HEGIS DISCIPLINE CATEGORIES			ON-CAMPUS (A)	OFF-CAMPUS IN-DISTRICT (B)	TOTAL (C)
CODE	DESCRIPTION				
0100	Agri. & Nat. Resources	(01)			
0200	Architect & Environ. Design	(02)			
0300	Area Studies	(03)			
0400	Biological Studies	(04)			
0500	Business & Management	(05)			
0600	Communications	(06)			
0700	Computer & Inform. Sciences	(07)			
0800	Education	(08)			
0900	Engineering	(09)			
1000	Fine & Applied Arts	(10)			
1100	Foreign Languages	(11)			
1200	Health Professions	(12)			
1300	Home Economics	(13)			
1400	Law	(14)			
1500	Letters	(15)			
1600	Library Science	(16)			
1700	Mathematics	(17)			
1800	Military Science	(18)			
1900	Physical Sciences	(19)			
2000	Psycology	(20)			
2100	Public Affairs & Service	(21)			
2200	Social Sciences	(22)			
2300	Theology	(23)			
4900	Interdisciplinary Studies	(24)			
5000	Business & Commerce Tech.	(25)			
5100	Data Processing Tech.	(26)			
5200	Health Serv. & Paramed. Tech.	(27)			
5300	Mech. & Engineering Tech.	(28)			
5400	Natural Science Tech.	(29)			
5500	Public Serv. Related Tech.	(30)			
	TOTAL	(31)			

INSTRUCTIONS AND DEFINITIONS FOR ADHE - 15-3 and 15-4 STUDENT CREDIT HOUR ENROLLED BY HEGIS DISCIPLINE CATEGORY

DEFINITIONS

SEE the definitions provided with the INSTRUCTIONS for completing ADHE Form 15-1.

INSTRUCTIONS

15-3 Program Report: Production by Academic Subdivision.

1. This report is a breakdown by Academic Subdivision of credit hours reported in either 15-1 or 15-2. Only those subdivisions applicable to your institution should be completed.

2. The period the report covers and the year should be entered as on ADHE-01-0. The Academic Subdivision and its code are already listed. The Subject Fields and their codes are already listed in columns 1 and 2.

3. Enter in COLUMN 3 the total of hours produced at the lower level in each Subject Field.

4. Enter in COLUMN 4 the total number of hours produced at the upper level in each Subject Field.

5. Enter in COLUMN 5 the total number of hours produced at the master's level in each Subject Field.

6. Enter in COLUMN 6 the total number of hours produced at the specialist level in each Subject Field.

7. Enter in COLUMN 7 the total number of hours produced at the doctoral level in each Subject Field.

8. Enter in Column 8 the total number of hours produced by all the levels in each Subject Field.

15-4 Program Report: Production by Subject Field

9. This report is detailed listing of courses taught in each subject field and is a breakdown of each Academic Subdivision.

   For example, the code number for the Academic Subdivision Agriculture and Natural Resource is 100 in the HEGIS taxonomy. A further breakdown in the taxonomy shows that the Subject Field Animal Science has a code of 104.

10. Enter in COLUMN A the Social Security Number of the person teaching the course. This avoids the possibility of two teachers having the same code number.

11. Enter in COLUMN B the appropriate teaching code

    .01 = Part-Time Faculty
    .02 = Full-Time Faculty
    .03 = Graduate Assistant

INSTRUCTIONS (CONTINUED)
Column 2

12. Enter in COLUMN C the catalog course title and number of the course. For example: Principles in Animal Science, 1013. The number 1013 would be listed in C. Report no course or lab that doesn't generate SSCH even though students attend. If a class contains two or more courses whether of the same level or not, list each course number on the same line and separate with slashes. If a class contains two or more courses with different credit hour values, list the courses on separate lines and separate with slashes. The number of hours and other information would be shown on appropriate lines.

13. Enter in COLUMN D the section number of the course listed in Column C only if more than one section exists. A section will be defined as a portion of students studying a certain course at a different time, place, hour value, or with a different teacher than another portion of students taking the same course.

14. Enter in Column E the number of hours of credit each student will receive for completing the course listed in Column 2. For courses with variable credit, leave the column blank.

15. Enter in COLUMN F the number of students enrolled in a scheduled lower level class for credit hours. Students who possess baccalaureate degrees and who are taking classes at the undergraduate level to develop another specialty, to update old knowledge, or for other purposes shall be reported as undergraduate hours at the appropriate level of the classes taken. Students auditing courses should not be reported.

16. Enter in COLUMN G the product of COLUMN E times COLUMN F. If COLUMN E is blank, enter the number of hours produced by those students in COLUMN F.

17. Enter in COLUMN H the number of students enrolled in a scheduled upper level class for credit hours. Students who possess baccalaureate degrees and who are taking classes at the undergraduate level to develop another specialty, to update old knowledge, or for other purposes shall be reported as undergraduate hours at the appropriate level of the classes taken. Students auditing courses should not be reported.

18. Enter in COLUMN I the product of COLUMN E times COLUMN H. If COLUMN E is blank, enter the number of hours produced by those students in COLUMN H.

19. Enter in COLUMN J the number of students enrolled in a scheduled master's level class for credit hours. All hours taken by students formally recognized by the institution as working towards a master's degree and which are applicable to the coursework plans of the student's degree program will be regarded as master's level hours. In addition, all hours taken by unclassified students who are taking graduate classes but who are not formally recognized by the institutions as working toward a master's, specialist, or doctoral degree shall be regarded as master's level hours. Student auditing courses should not be listed.

INSTRUCTIONS (CONTINUED)
Column 3

20. Enter in COLUMN K the product of COLUMN E times COLUMN J. If COLUMN E is blank, enter the number of hours produced by those students in COLUMN J.

21. Enter in COLUMN L the number of students enrolled in the scheduled specialist level class for credit hours. All hours taken by students formally recognized by the institution as working toward a specialist degree and which are applicable to the coursework plan of the student's degree program shall be regarded as specialist level hours. Students auditing courses should not be reported.

22. Enter in COLUMN M the product of COLUMN E times COLUMN L. If COLUMN E is blank, enter the number of hours produced by those students in COLUMN L.

23. Enter in COLUMN N the number of students enrolled in a scheduled doctoral level class for credit hours. All hours taken by students formally recognized by the institution as working toward a doctoral degree and which are applicable to the coursework plans of the student's degree program will be regarded as doctoral level hours.

24. Enter in COLUMN O the product of COLUMN E times COLUMN N. If COLUMN E is blank, enter the number of hours produced by those students in COLUMN N.

25. Enter in COLUMN P the total number of students enrolled in the course listed in COLUMN C and in COLUMN Q the total number of student semester credit hours.

26. Return all completed forms to ADHE.

RKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE - 15-3
PROGRAM REPORT
PRODUCTION BY ACADEMIC SUBDIVISION

ICE CODE _ _ _ _ _ _

COMPLETED BY_____

INSTITUTION_____

DATE COMPLETED_____

EAR_____

TELEPHONE NO._____

ACADEMIC
UBDIVISION Agriculture and Natural Resources

WICHE CODE NO. 0100

Code (A)	SUBJECT FIELD (B)	STUDENT SEMESTER HOURS					
		Lower Level (C)	Upper Level (D)	Grad. Level (E)	Spec. Level (F)	Doct. Level (G)	TOTAL (H)
0101	Agricultural, general						
0102	Agronomy						
0103	Soils Science						
0104	Animal Science						
0105	Dairy Science						
0106	Poultry Science						
0107	Fish, Game & Widlife Manage.						
0108	Horticulture						
0109	Ornamental Horticulture						
0110	Agricultural & Farm Manage.						
0116	Agriculture & Forestry Tecn.						
0117	Range Management						
0199	Other, specify						
	TOTALS						

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE - 15-3
PROGRAM REPORT
PRODUCTION BY ACADEMIC SUBDIVISION

FICE CODE _ _ _ _ _ _

INSTITUTION_____

YEAR_____

ACADEMIC
SUBDIVISION Architecture & Environmental Design

COMPLETED BY_____

DATE COMPLETED_____

TELEPHONE NO._____

WICHE CODE NO. 0200

Code (A)	SUBJECT FIELD (B)	STUDENT SEMESTER HOURS					
		Lower Level (C)	Upper Level (D)	Grad. Level (E)	Spec. Level (F)	Doct. Level (G)	TOTAL (H)
0201	Environmental Design, general						
0202	Architecture						
0203	Interior Design						
0204	Landscape Architecture						
0205	Urban Architecture						
0206	City, Community, & Regional Planning						
0299	Other, specify						
	TOTALS						

RKANSAS
DEPARTMENT OF
IGHER EDUCATION

ADHE - 15-3
PROGRAM REPORT
PRODUCTION BY ACADEMIC SUBDIVISION

ICE CODE _ _ _ _ _ _

INSTITUTION_____

EAR_____

ACADEMIC
SUBDIVISION Area Studies

COMPLETED BY_____

DATE COMPLETED_____

TELEPHONE NO._____

WICHE CODE NO. 0300

ode (A)	SUBJECT FIELD (B)	STUDENT SEMESTER HOURS					
		Lower Level (C)	Upper Level (D)	Grad. Level (E)	Spec. Level (F)	Doct. Level (G)	TOTAL (H)
0301	Asian Studies, general						
0302	East Asian Studies						
0303	South Asian (India, etc.) Studies						
0304	Southeast Asian Studies						
0305	African Studies						
0306	Islamic Studies						
0307	Russian and Slavic Studies						
0308	Latin American Studies						
0309	Middle Eastern Studies						
0310	European Studies, general						
0311	Eastern European Studies						
0312	West European Studies						
0313	American Studies						
0314	Pacific Area Studies						
0399	Other, specify						
	TOTALS						

RKANSAS
EPARTMENT OF
IGHER EDUCATION

ADHE 15-3
PROGRAM REPORT
PRODUCTION BY ACADEMIC SUBDIVISION

ICE CODE _ _ _ _ _ _

INSTITUTION_____

EAR_____

ACADEMIC
SUBDIVISION Biological Sciences

COMPLETED BY_____

DATE COMPLETED_____

TELEPHONE NO._____

WICHE CODE NO. 0400

Code (A)	SUBJECT FIELD (B)	STUDENT SEMESTER HOURS					
		Lower Level (C)	Upper Level (D)	Grad. Level (E)	Spec. Level (F)	Doct. Level (G)	TOTAL (H)
0401	Biology, general						
0402	Botany, general						
0403	Bacteriology						
0404	Plant Patnology						
0405	Plant Pharmacology						
0406	Plant Physiology						
0407	Zoology, general						
0408	Pathology, Human and Animal						
0409	Pharmacology, Human and Animal						
0410	Physiology, Human and Animal						
0411	Microbiology						
	Anatomy						
	Histology						
0414	Biochemistry						
0415	Biophysics						
0416	Molecular Biology						
0417	Cell Biology (Cytology, Cell Physics)						
0418	Marine Biology						
0419	Biometrics and Biostatistics						
0420	Ecology						
0421	Entomology						
0422	Genetics						
0423	Radiobiology						
0424	Nutrition, Scientific (excludes nutrition in Home Econ. & Dietetics)						
0425	Neurosciences						
0426	Toxicology						
0427	Embryology						
0499	Other, specify						
0498	Ornithology						
0497	Limnology						
	TOTALS						

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE - 15-3
PROGRAM REPORT
PRODUCTION BY ACADEMIC SUBDIVISION

FICE CODE _ _ _ _ _ _

INSTITUTION_____

YEAR_____

ACADEMIC
SUBDIVISION Business and Management

COMPLETED BY_____

DATE COMPLETED_____

TELEPHONE NO._____

WICHE CODE NO. 0500

Code (A)	SUBJECT FIELD (B)	STUDENT SEMESTER HOURS					
		Lower Level (C)	Upper Level (D)	Grad. Level (E)	Spec. Level (F)	Doct. Level (G)	TOTAL (H)
0501	Business and Commerce, general						
0502	Accounting						
0503	Business Statistics						
0504	Banking and Finance						
0505	Investments and Securities						
0506	Business management and Administration						
	Operations Research						
	Hotel and Restaurant Management						
0509	Marketing and Purchasing						
0510	Transportation & Public Utilities						
0511	Real Estate						
0512	Insurance						
0513	International Business						
0514	Secretarial Studies (Baccalaureate and higher programs)						
0515	Personnel Management						
0516	Labor and Industrial Relations						
0517	Business Economics						
0599	Other, specify						
	TOTALS						

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE - 15-3
PROGRAM REPORT
PRODUCTION BY ACADEMIC SUBDIVISION

FICE CODE _ _ _ _ _ _

INSTITUTION_____

YEAR_____

ACADEMIC
SUBDIVISION Communications

COMPLETED BY_____

DATE COMPLETED_____

TELEPHONE NO._____

WICHE CODE NO. 0600

Code (A)	SUBJECT FIELD (B)	STUDENT SEMESTER HOURS					
		Lower Level (C)	Upper Level (D)	Grad. Level (E)	Spec. Level (F)	Doct. Level (G)	TOTAL (H)
0601	Communications, general						
0602	Journalism (printed media)						
0603	Radio/Television						
0604	Advertising						
0605	Communication Media (use of videotape, films, etc., oriented specifically toward radio/ television)						
0698	Printing (Bachelors or higher programs)						
0699	Other, specify						
	TOTALS						

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE - 15-3
PROGRAM REPORT
PRODUCTION BY ACADEMIC SUBDIVISION

FICE CODE _ _ _ _ _ _

INSTITUTION_____

YEAR_____

ACADEMIC
SUBDIVISION Computer and Information Sciences

COMPLETED BY_____

DATE COMPLETED_____

TELEPHONE NO._____

WICHE CODE NO. 0700

Code (A)	SUBJECT FIELD (B)	STUDENT SEMESTER HOURS					
		Lower Level (C)	Upper Level (D)	Grad. Level (E)	Spec. Level (F)	Doct. Level (G)	TOTAL (H)
0701	Computer and Information Sciences, general						
0702	Information Siences and Systems						
0703	Data Processing						
	Computer Programming						
	Systems Analysis						
0799	Other, specify						
	TOTALS						

KANSAS
PARTMENT OF
IGHER EDUCATION

ADHE - 15-3
PROGRAM REPORT
PRODUCTION BY ACADEMIC SUBDIVISION

ICE CODE _ _ _ _ _ _

STITUTION_____

AR_____

CADEMIC
BDIVISION Education

COMPLETED BY_____

DATE COMPLETED_____

TELEPHONE NO._____

WICHE CODE NO. 0800

de A)	SUBJECT FIELD (B)	STUDENT SEMESTER HOURS					
		Lower Level (C)	Upper Level (D)	Grad. Level (E)	Spec. Level (F)	Doct. Level (G)	TOTAL (H)
01	Education, general						
02	Elementary Eduation, general						
03	Secondary Education, general						
04	Junior High School Education						
05	Higher Education, general						
06	Junior and Community College Ed.						
07	Adult and Continuing Education						
08	Special Education, general						
09	Administration of Special Ed.						
10	Education of the Mentally Retarded						
11	Education of the Gifted						
12	Education of the Deaf						
13	Education of the Culturally Disadvantaged						
14	Education of the Visually Handicapped						
15	Speech Correction						
16	Education of the Emotionally Disturbed						
17	Remedial Education						
18	Special Learning Disabilities						
19	Education of the Physically Handicapped						
20	Education of the Multiple Handicapped						
21	Social Foundations (History & Philosophy of Education)						
22	Educational Psychology (include learning theory)						
23	Pre-Elementary Education (kindergarten)						
24	Educational Statistics & Research						
25	Educational Testing, Evaluation and Measurement						

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE - 15-3
PROGRAM REPORT
PRODUCTION BY ACADEMIC SUBDIVISION

FICE CODE _ _ _ _ _ _

INSTITUTION_____

YEAR_____

ACADEMIC
SUBDIVISION Education

COMPLETED BY_____

DATE COMPLETED_____

TELEPHONE NO._____

WICHE CODE NO. 0800

Code (A)	SUBJECT FIELD (B)	STUDENT SEMESTER HOURS					
		Lower Level (C)	Upper Level (D)	Grad. Level (E)	Spec. Level (F)	Doct. Level (G)	TOTAL (H)
0826	Student Personnel (counseling and guidance)						
0827	Educational Administration						
0828	Educational Supervision						
0829	Curriculum & Instruction						
0830	Reading Education (methodology and theory)						
0831	Art Education (methodology & theory)						
0832	Music Education (methodology & theory)						
0833	Mathematics Education methodology & theory)						
0834	Science Education (methodology and theory)						
0835	Physical Education						
0836	Driver & Safety Education						
0837	Health Education (include family life education)						
0838	Business, Commerce, and Distributive Education						
0839	Industrial Arts, Vocational, & Technical Education						
0896	Nursing Education						
0897	Agricultural Education						
0898	Home Economics Education						
0899	Other, specify						
0895	Educational Media						
0894	Language Arts Education						
0893	Social Science Education						
0892	Drug Education						
0891	Co-op Education						
	TOTALS						

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE - 15-3
PROGRAM REPORT
PRODUCTION BY ACADEMIC SUBDIVISION

FICE CODE _ _ _ _ _ _

INSTITUTION_____

YEAR_____

ACADEMIC
SUBDIVISION Engineering

COMPLETED BY_____

DATE COMPLETED_____

TELEPHONE NO._____

WICHE CODE NO. 0900

Code (A)	SUBJECT FIELD (B)	STUDENT SEMESTER HOURS					
		Lower Level (C)	Upper Level (D)	Grad. Level (E)	Spec. Level (F)	Doct. Level (G)	TOTAL (H)
0901	Engineering, General						
0902	Aerospace, Aeronautical and Astronautical Engineering						
0903	Agricultural Engineering						
0904	Architectural Engineering						
0905	Bioengineering and Biomedical Engineering						
0906	Chemical Engineering (include petroleum refining)						
0907	Petroleum Engineering (exclude petroleum refining)						
0908	Civil, Construction, and Transportation Engineering						
0909	Electrical, Electronics, and Communications Engineering						
0910	Mechanical Engineering						
0911	Geological Engineering						
0912	Geophysical Engineering						
0913	Industrial and Management Engineering						
0914	Metallurgical Engineering						
0915	Materials Engineering						
0916	Ceramic Engineering						
0917	Textile Engineering						
0918	Mining & Mineral Engineering						
0919	Engineering Physics						
0920	Nuclear Engineering						
0921	Engineering Mechanics						
0922	Environmental & Sanitary Engineering						
0923	Naval Architecture & Marine Engineering						
0924	Ocean Engineering						

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE - 15-3
PROGRAM REPORT
PRODUCTION BY ACADEMIC SUBDIVISION

FICE CODE _ _ _ _ _ _

INSTITUTION_____

YEAR_____

ACADEMIC
SUBDIVISION Engineering

COMPLETED BY_____

DATE COMPLETED_____

TELEPHONE NO._____

WICHE CODE NO. 0900

Code (A)	SUBJECT FIELD (B)	STUDENT SEMESTER HOURS					
		Lower Level (C)	Upper Level (D)	Grad. Level (E)	Spec. Level (F)	Doct. Level (G)	TOTAL (H)
0925	Engineering Technologies						
	(Baccalaureate & higher programs)						
0999	Other, specify						
	TOTALS						

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE - 15-3
PROGRAM REPORT
PRODUCTION BY ACADEMIC SUBDIVISION

TICE CODE _ _ _ _ _ _

INSTITUTION_____

YEAR_____

ACADEMIC
SUBDIVISION Fine and Applied Arts

COMPLETED BY_____

DATE COMPLETED_____

TELEPHONE NO._____

WICHE CODE NO. 1000

Code (A)	SUBJECT FIELD (B)	STUDENT SEMESTER HOURS					
		Lower Level (C)	Upper Level (D)	Grad. Level (E)	Spec. Level (F)	Doct. Level (G)	TOTAL (H)
1001	Fine Arts, general						
1002	Art (painting, drawing, sculpture)						
1003	Art History & Appreciation						
1004	Music (performing, composition, theory)						
1005	Music (liberal arts program)						
1006	Music History & Appreciation (musicology)						
1007	Dramatic Arts						
1008	Dance						
1009	Applied Design (ceramics, weaving, textile design, fashion design, jewelry, metal-smithing, interior decoration, commercial art)						
1010	Cinematography						
1011	Photography						
1099	Other, specify						
1098	Music Therapy						
	TOTALS						

RKANSAS
EPARTMENT OF
IGHER EDUCATION

ADHE - 15-3
PROGRAM REPORT
PRODUCTION BY ACADEMIC SUBDIVISION

ICE CODE _ _ _ _ _ _

NSTITUTION_____

EAR_____

CADEMIC
UBDIVISION Foreign Languages

COMPLETED BY_____

DATE COMPLETED_____

TELEPHONE NO._____

WICHE CODE NO. 1100

ode (A)	SUBJECT FIELD (B)	STUDENT SEMESTER HOURS					
		Lower Level (C)	Upper Level (D)	Grad. Level (E)	Spec. Level (F)	Doct. Level (G)	TOTAL (H)
101	Foreign Languages, general (includes concentration on more than one foreign language without major emphasis on one language)						
102	French						
103	German						
104	Italian						
105	Spanish						
106	Russian						
107	Chinese						
108	Japanese						
109	Latin						
110	Greek, classical						
111	Hebrew						
112	Arabic						
113	Indian (Asiatic)						
114	Scandinavian Languages						
115	Slavic Languages (otner than Russian)						
116	Africal Languages (non-Semitic)						
199	Other, specify						
198	Portuguese						
	TOTALS						

RKANSAS
EPARTMENT OF
IGHER EDUCATION

ADHE - 15-3
PROGRAM REPORT
PRODUCTION BY ACADEMIC SUBDIVISION

ICE CODE _ _ _ _ _ _

COMPLETED BY_____

NSTITUTION_____

DATE COMPLETED_____

EAR _____

TELEPHONE NO._____

CADEMIC
UBDIVISION Health Professions

WICHE CODE NO. 1200

ode (A)	SUBJECT FIELD (B)	STUDENT SEMESTER HOURS					
		Lower Level (C)	Upper Level (D)	Grad. Level (E)	Spec. Level (F)	Doct. Level (G)	TOTAL (H)
201	Health Professions, general						
202	Hospital & Health Care Admin.						
203	Nursing (Bacc. & higher prog.)						
204	Dentistry, D.D.S. or D.M.D.						
205	Dental Specialties (work beyond first-prof. deg. D.D.S. or D.M.D.						
206	Medicine, M.D. degree						
207	Medical Specialties (work beyond first-professional degree, M.D.)						
208	Occupational Therapy						
209	Optometry						
210	Osteopathic Medcine, D.O. deg.						
211	Pharmacy						
212	Physical Therapy						
213	Dental Hygiene (Bacc. & higher programs)						
214	Public Health						
215	Medical Record Librarianship						
216	Podiatry or Podiatric Medicine						
217	Biomedical Communication						
218	Veterinary Medicine (D.V.M.)						
219	Veterinary Medicine Specialties						
220	Speech Pathology & Audiology						
221	Chiropractic						
222	Clinical Social Work (Med. & Psych. & special rehab. services)						
223	Medical Lab. Tech. (Bacalaureate & higher programs)						
224	Dental Technologies (Baccalaureate and higher programs)						
225	Radiologic Technologies (Baccalaureate & higher programs)						
299	Other, specify						
298	Respiratory Therapy						
	TOTALS						

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE - 15-3
PROGRAM REPORT
PRODUCTION BY ACADEMIC SUBDIVISION

FICE CODE _ _ _ _ _ _

INSTITUTION_____

YEAR_____

ACADEMIC
SUBDIVISION Home Economics

COMPLETED BY_____

DATE COMPLETED_____

TELEPHONE NO._____

WICHE CODE NO. 1300

Code (A)	SUBJECT FIELD (B)	STUDENT SEMESTER HOURS					
		Lower Level (C)	Upper Level (D)	Grad. Level (E)	Spec. Level (F)	Doct. Level (G)	TOTAL (H)
1301	Home Economics, general						
1302	Home Decoration & Home Equipment						
1303	Clothing and Textiles						
1304	Consumer Economics & Home Management						
1305	Family Relations & Child Development						
1306	Foods & Nutrition (include dietetics)						
1307	Institutional Management & Cafeteria Management						
1399	Other, specify						
	TOTALS						

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE - 15-3
PROGRAM REPORT
PRODUCTION BY ACADEMIC SUBDIVISION

FICE CODE _ _ _ _ _ _

COMPLETED BY_____

INSTITUTION_____

DATE COMPLETED_____

YEAR_____

TELEPHONE NO._____

ACADEMIC
SUBDIVISION Law

WICHE CODE NO. 1400

Code (A)	SUBJECT FIELD (B)	STUDENT SEMESTER HOURS					
		Lower Level (C)	Upper Level (D)	Grad. Level (E)	Spec. Level (F)	Doct. Level (G)	TOTAL (H)
1401	Law, general						
1499	Other, specify						

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE - 15-3
PROGRAM REPORT
PRODUCTION BY ACADEMIC SUBDIVISION

FICE CODE _ _ _ _ _ _

INSTITUTION_____

YEAR_____

ACADEMIC
SUBDIVISION Letters

COMPLETED BY_____

DATE COMPLETED_____

TELEPHONE NO._____

WICHE CODE NO. 1500

Code (A)	SUBJECT FIELD (B)	STUDENT SEMESTER HOURS					
		Lower Level (C)	Upper Level (D)	Grad. Level (E)	Spec. Level (F)	Doct. Level (G)	TOTAL (H)
1501	English, general						
1502	Literature, English						
1503	Comparative Literature						
1504	Classics						
1505	Linguistics (include Phonetics						
	Semantics, and Philology)						
1506	Speech, Debate, and Forensic						
	Science (Rhetoric and Public						
	Address)						
1507	Creative Writing						
1508	Teaching of English as a Foreign						
	Language						
1509	Philosophy						
1510	Religious Studies (exclude theo-						
	logical professions)						
1599	Other, specify						
	TOTALS						

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE - 15-3
PROGRAM REPORT
PRODUCTION BY ACADEMIC SUBDIVISION

FICE CODE _ _ _ _ _ _

INSTITUTION_____

YEAR_____

ACADEMIC
SUBDIVISION Library Science

COMPLETED BY_____

DATE COMPLETED_____

TELEPHONE NO._____

WICHE CODE NO. 1600

Code (A)	SUBJECT FIELD (B)	STUDENT SEMESTER HOURS					
		Lower Level (C)	Upper Level (D)	Grad. Level (E)	Spec. Level (F)	Doct. Level (G)	TOTAL (H)
1601	Library Science, general						
1699	Other, specify						
	TOTALS						

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE - 15-3
PROGRAM REPORT
PRODUCTION BY ACADEMIC SUBDIVISION

FICE CODE _ _ _ _ _ _

INSTITUTION_____

YEAR_____

ACADEMIC
SUBDIVISION Mathematics

COMPLETED BY_____

DATE COMPLETED_____

TELEPHONE NO._____

WICHE CODE NO. 1700

Code (A)	SUBJECT FIELD (B)	STUDENT SEMESTER HOURS					
		Lower Level (C)	Upper Level (D)	Grad. Level (E)	Spec. Level (F)	Doct. Level (G)	TOTAL (H)
1701	Mathematics, general						
1702	Statistics, Mathematical and Theoretical						
1703	Applied Mathematics						
1799	Other, specify						
	TOTALS						

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE - 15-3
PROGRAM REPORT
PRODUCTION BY ACADEMIC SUBDIVISION

FICE CODE _ _ _ _ _ _

INSTITUTION_____

YEAR_____

ACADEMIC
SUBDIVISION Military Sciences

COMPLETED BY_____

DATE COMPLETED_____

TELEPHONE NO._____

WICHE CODE NO. 1800

Code (A)	SUBJECT FIELD (B)	STUDENT SEMESTER HOURS					
		Lower Level (C)	Upper Level (D)	Grad. Level (E)	Spec. Level (F)	Doct. Level (G)	TOTAL (H)
1801	Military Science (Army)						
1802	Naval Science (Navy, Marines)						
1803	Aerospace Science (Air Force)						
1899	Other, specify						
	TOTALS						

RKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE - 15-3
PROGRAM REPORT
PRODUCTION BY ACADEMIC SUBDIVISION

ICE CODE _ _ _ _ _ _

INSTITUTION_____

EAR_____

ACADEMIC
UBDIVISION Physical Sciences

COMPLETED BY_____

DATE COMPLETED_____

TELEPHONE NO._____

WICHE CODE NO. 1900

Code (A)	SUBJECT FIELD (B)	STUDENT SEMESTER HOURS					
		Lower Level (C)	Upper Level (D)	Grad. Level (E)	Spec. Level (F)	Doct. Level (G)	TOTAL (H)
1901	Physical Sciences, general						
1902	Physics, general (exclude						
	Biophysics)						
1903	Molecular Physics						
1904	Nuclear Physics						
1905	Chemistry, general (exclude						
	Biochemistry)						
1906	Inorganic Chemistry						
1907	Organic Chemistry						
1908	Physical Chemistry						
1909	Analytical Chemistry						
1910	Pharmaceutical Chemistry						
1911	Astronomy						
1912	Astrophysics						
1913	Atmospheric Sciences &						
	Meteorology						
1914	Geology						
1915	Geochemistry						
1916	Geophysics and Seismology						
1917	Earth Sciences, general						
1918	Paleontology						
1919	Oceanography						
1920	Metallurgy						
1999	Other, specify						
	TOTALS						

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE - 15-3
PROGRAM REPORT
PRODUCTION BY ACADEMIC SUBDIVISION

FICE CODE _ _ _ _ _ _

INSTITUTION_____

YEAR_____

ACADEMIC
SUBDIVISION Psychology

COMPLETED BY_____

DATE COMPLETED_____

TELEPHONE NO._____

WICHE CODE NO. 2000

Code (A)	SUBJECT FIELD (B)	STUDENT SEMESTER HOURS					
		Lower Level (C)	Upper Level (D)	Grad. Level (E)	Spec. Level (F)	Doct. Level (G)	TOTAL (H)
2001	Psychology, general						
2002	Experimental Psychology (animal & human)						
2003	Clinical Psychology						
2004	Psychology for Counseling						
2005	Social Psychology						
2006	Psychometrics						
2007	Statistics in Psychology						
2008	Industrial Psychology						
2009	Developmental Psychology						
2010	Physiological Psychology						
2099	Other, specify						
	TOTALS						

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE - 15-3
PROGRAM REPORT
PRODUCTION BY ACADEMIC SUBDIVISION

FICE CODE _ _ _ _ _ _

INSTITUTION_____

YEAR_____

ACADEMIC
SUBDIVISION Social Sciences

COMPLETED BY_____

DATE COMPLETED_____

TELEPHONE NO._____

WICHE CODE NO. 2200

Code (A)	SUBJECT FIELD (B)	STUDENT SEMESTER HOURS					
		Lower Level (C)	Upper Level (D)	Grad. Level (E)	Spec. Level (F)	Doct. Level (G)	TOTAL (H)
2201	Social Sciences, general						
2202	Anthropology						
2203	Archaeology						
2204	Economics						
2205	History						
2206	Geography						
2207	Political Science & Government						
2208	Sociology						
2209	Criminology						
2210	International Relations						
2211	Afro-American (Black Culture) Studies						
2212	American Indian Cultural Studies						
2213	Mexican-American Cultural Studies						
2214	Urban Studies						
2215	Demography						
2299	Other, specify						
2298	Gerontology						
	TOTALS						

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE - 15-3
PROGRAM REPORT
PRODUCTION BY ACADEMIC SUBDIVISION

FICE CODE _ _ _ _ _ _

INSTITUTION_____

YEAR_____

ACADEMIC
SUBDIVISION Theology

COMPLETED BY_____

DATE COMPLETED_____

TELEPHONE NO._____

WICHE CODE NO. 2300

Code (A)	SUBJECT FIELD (B)	STUDENT SEMESTER HOURS					
		Lower Level (C)	Upper Level (D)	Grad. Level (E)	Spec. Level (F)	Doct. Level (G)	TOTAL (H)
2301	Theological Professions, general						
2302	Religious Music						
2303	Biblical Languages						
2304	Religious Education						
2399	Other, specify						
	TOTALS						

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE - 15-3
PROGRAM REPORT
PRODUCTION BY ACADEMIC SUBDIVISION

FICE CODE _ _ _ _ _ _

INSTITUTION_____

YEAR_____

ACADEMIC
SUBDIVISION Interdisciplinary Studies

COMPLETED BY_____

DATE COMPLETED_____

TELEPHONE NO._____

WICHE CODE NO. 4900

Code (A)	SUBJECT FIELD (B)	STUDENT SEMESTER HOURS					
		Lower Level (C)	Upper Level (D)	Grad. Level (E)	Spec. Level (F)	Doct. Level (G)	TOTAL (H)
4901	General Liberal Arts & Sciences						
4902	Biological & Physical Sciences						
4903	Humanities & Social Sciences						
4904	Engineering & Other Disciplines						
4999	Other, specify						
	TOTALS						

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE - 15-3
PROGRAM REPORT
PRODUCTION BY ACADEMIC SUBDIVISION

FICE CODE _ _ _ _ _ _

INSTITUTION_____

YEAR_____

ACADEMIC
SUBDIVISION Business and Commerce Technology

COMPLETED BY_____

DATE COMPLETED_____

TELEPHONE NO._____

WICHE CODE NO. 5000

Code (A)	SUBJECT FIELD (B)	STUDENT SEMESTER HOURS					
		Lower Level (C)	Upper Level (D)	Grad. Level (E)	Spec. Level (F)	Doct. Level (G)	TOTAL (H)
5001	Business & Commerce Technologies, general						
5002	Accounting Technologies						
5003	Banking & Finance Technologies						
5004	Marketing, Distribution, Purchasing, Business, & Industrial Management Technol.						
5005	Secretarial Technologies (include office machines training)						
5006	Personal Service Technologies (Stewardess, Cosmetologist, etc.)						
5007	Photography Technologies						
5008	Communications & Broadcasting Technologies (radio/television, newspapers)						
5009	Printing & Lithography Technologies						
5010	Hotel & Restaurant Management Technologies						
5011	Transportation & Public Utility Technologies						
5012	Applied Arts, Graphic Arts, & Fine Arts Technologies (include Advertising Design)						
5099	Other, specify						
	TOTALS						

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE - 15-4
PROGRAM REPORT
PRODUCTION BY SUBJECT FIELD

FICE CODE _ _ _ _ _ _

INSTITUTION_____

FISCAL YEAR_____

ACADEMIC SUBDIVISION_____

SUBJECT FIELD_____

COMPLETED BY_____

DATE COMPLETED_____

TELEPHONE NO._____

ACADEMIC SUBDIVISION WICHE CODE_____

SUBJECT FIELD WICHE CODE_____

TEACHER SOC. SEC. NUMBER (A)	TEACH. CODE (B)	NAME (C)	COURSE NUMBER (D)	COURSE SEC. (E)	SEMESTER CREDIT HOUR VALUE (F)	LOWER LEVEL NO. OF STUDENTS (G)	LOWER LEVEL SSCH (H)	UPPER LEVEL NO. OF STUDENTS (I)	UPPER LEVEL SSCH (J)	MASTERS LEVEL NO. OF STUDENTS (J)	MASTERS LEVEL SSCH (K)	SPECIALIST LEVEL NO. OF STUDENTS (L)	SPECIALIST LEVEL SSCH (M)	DOCTORAL LEVEL NO. OF STUDENTS (N)	DOCTORAL LEVEL SSCH (O)	TOTAL NO. OF STUDENTS (P)	TOTAL SSCH (Q)
TOTAL																	

8 1/2" X 14" PAGES FOR COMPLETION WILL BE PROVIDED BY ADHE.

15-37

INSTRUCTIONS AND DEFINITIONS FOR
ADHE - 16-1
HOUSING AND FOOD SERICE OPERATIONS SURVEY

DEFINITIONS

ANNUAL DEBT SERVICE FOR HOUSING AND FOOD SERVICE OPERATIONS - Includes repayment made during the fiscal year for principal and interest on all short- and long-term debt for housing and food service.

DESIGN CAPACITY - The number of students that a dormitory was designed to accommodate.

OCCUPANCY - The number of students occupying a dormitory for the period specified.

INSTRUCTIONS

PART A: Housing Design, capacity and occupancy:

1. Enter in COLUMN A the name of each housing unit, and in COLUMN B the design capacity for the housing unit named in COLUMN A.

2. In COLUMN C enter the beginning occupancy for the preceding fall term and in COLUMN D the ending occupancy.

3. Enter the beginning spring occupancy in COLUMN E and the ending spring occupancy in COLUMN F.

4. In COLUMN G enter beginning occupancy for the current fall term.

5. Following these instructions, enter all dormitories and other housing units. Use additional copies of this form if more space is needed.

PART B: Housing and Food Service Operations:

6. Enter in COLUMN A, LINES 1, 2, and 3, the income received from Residence Halls, Married Student Housing and Faculty Housing respectively, for the previous fiscal year. Enter in COLUMN D the budgeted income from these sources.

7. On LINES 4 and 5, COLUMN B, enter the actual total income from housing and total income from Food Services. Enter in COLUMN E the budgeted income from these areas.

8. In COLUMN C, LINE 8, enter the actual combined total income from Housing and Food Services. Enter in COLUMN F the budgeted income.

9. Follow these instructions for expenditures and annual debt service.

10. Subtract LINE 12, COLUMN C, Total Expenditures-Housing and Food Service, and LINE 17, COLUMN C, Total Annual Debt Service-Housing and Food Service, from LINE 6, COLUMN C, Total Income-Housing and Food Service. Enter the actual excess or deficit of income over expenditures and debt service on LINE 19. Follow these instructions for the budgeted excess or deficit for LINE 19, COLUMN F.

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE-16-1
HOUSING AND FOOD SERVICE OPERATIONS SURVEY

(See Instructions)

FICE CODE _ _ _ _ _ _

INSTITUTION _____

TERM AND YEAR _____

COMPLETED BY _____

DATE COMPLETED _____

TELEPHONE NO. _____

PART A. Housing Design and Occupancy

NAME OF HOUSING UNIT A	Design Capacity B	1979/80 Fall Occupancy Beginning C	1979/80 Fall Occupancy Ending D	1979/80 Spring Occupancy Beginning E	1979/80 Spring Occupancy Ending F	1980/81 Fall Occupancy Beginning G
Dormitories:						
TOTAL - Dormitories:						
Married Student Housing:						
TOTAL - Married Student Housing						
GRAND TOTAL - HOUSING						

16-2

ARKANSAS
DEPARTMENT OF
HIGHER EDUCATION

ADHE-16-1

HOUSING AND FOOD SERVICE OPERATIONS SURVEY

(See Instructions)

FICE CODE _ _ _ _ _ _

INSTITUTION _____

TERM AND YEAR _____

COMPLETED BY _____

DATE COMPLETED _____

TELEPHONE NUMBER _____

PART B: Housing and Food Service Operations

			ACTUAL 1979/80			BUDGETED 1980/81		
			A	B	C	D	E	F
INCOME	Residence Halls	01						
	Married Student Housing	02						
	Faculty Housing	03						
	TOTAL - Housing	04						
	TOTAL - Food Services	05						
TOTAL INCOME-HOUSING & FOOD SERVICES		06						
EXPENDITURES	Residence Halls	07						
	Married Student Housing	08						
	Faculty Housing	09						
	TOTAL - Housing	10						
	TOTAL - Food Services	11						
TOTAL EXP.-HOUSING AND FOOD SERVICES		12						
ANNUAL DEBT SERVICE	Residence Halls	13						
	Married Student Housing	14						
	Faculty Housing	15						
	TOTAL - Housing	16						
	TOTAL - Food Services	17						
TOTAL ANNUAL DEBT SER.-HOUSING AND FOOD SERVICE		18						
EXCESS (DEFICIT) OF INCOME OVER EXPENDITURES AND DEBT SER.		19						

16-3

SUPPLEMENT TO NCES FORM 2300-3
PART 1 - NUMBER OF EMPLOYEES IN HIGHER EDUCATION INSTITUTIONS
BY MANPOWER RESOURCE CATEGORY, FALL 1980

SCOPE

The population for this part of the survey includes all individuals being compensated by the institution as of October 15, 1980 for services rendered. Included are individuals who donate their services, if the services performed are a normal part of the institution's programs or supporting services and would otherwise be performed by compensated personnel. Excluded from the survey are: (1) individuals employed in Federally Contracted Research Centers affiliated with the institution, (2) individuals employed by firms which provide services to the institution on a contract basis, (3) those hired for brief periods of consultation, and (4) those on emeritus status.

DEFINITIONS

Employment Status-The institution's definitions of full-time and part-time employment should be used as the basis for reporting employment status of persons reported in the survey. Each person should be reported only once, as either full-time or as part-time, in the manpower resource category to which he devotes the majority of his time.

Full-time Equivalent-Report the full-time equivalent of the part-time employees in each of the manpower resource categories. The full-time equivalent is computed as follows:

$$\frac{\text{total load of part-time employees}}{\text{normal load of one full-time employee}}$$

The normal full-time load is the number of credit-hours or clock-hours regarded as a full-time load by the institution.

Professional Employees-Persons engaged in job assignments in which a bachelor's or higher degree is a basic requirement for employment. Professional employees are also exempt from the provisions of Fair Labor Standards Act with regard to the payment for work performed on overtime.

MANPOWER RESOURCE CATEGORIES

Executive/Administrative/Managerial-Employees who exercise primary responsibility for the management of the institution, or of a customarily recognized department or subdivision thereof. Assignments may require the performance of work directly related to management policies or general business operations of the institution or the performance of functions in the administration of a department or subdivision thereof directly related to academic instruction. Assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment, and to direct the work of others. Examples of positions included in this category are: president, controller, dean, director, assistant to the president, assistant dean, assistant director, coordinator, etc. Chairmen of academic departments should be reported in the Instruction/Research category if they have no other administrative title.

Instruction/Research-Individuals employed for the primary purposes of performing instruction, research, or both instruction and research activities. To be included in this category, individuals should devote 50 percent or more of their time to instruction, research or the combination of hse activities. Do not report persons who, although engaged in some teaching, devote the majority of their time to activities other than instruction or research. Exclude graduate students employed as teaching or research assistants. They should be reported as INSTRUCTION/RESEARCH ASSISTANTS; see below.

Instruction/Research Assistants-Individuals employed for the primary purpose of assisting in classroom or laboratory instruction or in the conduct of research. These positions are typically held by graduate students having such titles as teaching assistant, teaching associate, teaching fellow, or research assistant.

Specialist-Support-Individuals employed for the primary prupose of assisting in classroom or laboratory instruction or in the conduct of research. These positions are typically held by graduate students having such titles as teaching

Speicalist/Support-Individuals employed for the primary purposes of performing academic support, student service and institutional support activities. Report employees such as librarians, accountants, systems analysts, student personnel workers, counselors, salesmen, recruiters, etc. Exclude supervisors who have executive or managerial responsibilities in these areas; these should be reported as "Executive/Administrative/Managerial."

Nonprofessional Employees-Persons engaged in job assignments in which the educational requirement is below the level of a bachelor's degree and the conditions of employment and compensation are subject to the provisions of the Fair Labor Standards Act. Report persons engaged in activities categorized as: technical, office-clerical, crafts and trades, and service. Examples of employees included in these categories are as follows:

Technical-computer operators, dental assistants, photographers, draftsmen, airplane pilots, practical nurses, occuational therapists, ornamental horticulturists, engineering technologists, etc.

Office/clerical-secretaries, typists, bookkeepers, file clerks, inventory clerks, etc.

Crafts and trades-air conditioning installers, appliance-repair technicians, auto mechanics, carpenters, electricians, roofers, painters, plumbers, etc.

SErvice-custodians, grounds keepers, security guards, food service workers, drivers, messengers, etc.

NAME OF INSTITUTION	1. INSTITUTION CODE NUMBER

PART 1-NUMBER OF EMPLOYEES IN HIGHER EDUCATION INSTITUTIONS
BY MANPOWER RESOURCE CATEGORY, FALL 1980

MANPOWER RESOURCE CATEGORY		LINE NO.	FULL-TIME (1)	PART-TIME (2)	FULL-TIME EQUIVALENT OF PART-TIME (3)
PROFESSIONAL EMPLOYEES					
EXECUTIVE, ADMINISTRATIVE, MANAGERIAL	MEN	1			
	WOMEN	2			
INSTRUCTION/RESEARCH	MEN	3			
	WOMEN	4			
INSTRUCTION/RESEARCH ASSISTANTS	MEN	5			
	WOMEN	6			
SPECIALIST/SUPPORT	MEN	7			
	WOMEN	8			
TOTAL (sum of lines 1 through 8)		9			
NONPROFESSIONALS (technical, office, crafts, and trades, and service)		10			

NCES-2

COMPLETED BY_____

PART 2 - SALARIES OF SELECTED ADMINISTRATORS, 1979-80

NOTE: Report on 11 or 12-month basis; see below

Report the annual salaries of administrators who are employed on a full-time basis for the 1980-81 academic year. Salaries of administrators on sabbatical leave should be reported at their regular salary. Do not report the salaries of administrators who contribute their services or whose salaries are determined and paid on a different basis (e.g. members of religious orders or military officers on active duty) but enter "CS" in column 3.

Report basic contract salaries exclusive of fringe benefits. Salaries should be reported on an 11 or 12-month basis. A salary paid on another basis should be converted to the equivalent 11 or 12-month salary. For example, a 9-month salary should be multiplied by 11/9 to derive the equivalent 11 or 12-month salary.

Report the salary of an individual administrator only once. If an individual serves in more than one of the positions listed, report his salary according to the position that is considered most important or occupies the greatest portion of his time. Institutions with more than one administrator for a given position should report the salary of the highest paid administrator in that position. Do not report associates, assistants, or deputies to any of the positions. For each position, please indicate whether the incumbent is a man or a woman by checking either column (1) or column (2).

POSITION	LINE NO.	SEX M (1)	SEX W (2)	11 or 12-month SALARY (3)
PRESIDENT (Chief Executive Officer)	1			$
CHIEF ACADEMIC OFFICER	2			
CHIEF BUSINESS OFFICER	3			
CHIEF DEVELOPMENT OFFICER	4			
CHIEF LIBRARIAN	5			
CHIEF PLANNING OFFICER	6			
CHIEF PUBLIC RELATIONS OFFICER	7			
CHIEF STUDENT LIFE OFFICER	8			
DEAN OF MEN	9			
DEAN OF WOMEN	10			
DEAN OR DIRECTOR				
DEAN/DIR., AGRICULTURE	11			
DEAN/DIR., ARCHITECTURE	12			
DEAN/DIR., ARTS AND SCIENCES	13			
DEAN/DIR., BUSINESS	14			
DEAN/DIR., CONTINUING EDUCATION	15			
DEAN/DIR., DENTISTRY	16			
DEAN/DIR., EDUCATION	17			
DEAN/DIR., ENGINEERING	18			
DEAN/DIR., EVENING DIVISION	19			
DEAN OR DIRECTOR-(Cont.)				
DEAN/DIR., EXTENSION	20			$
DEAN/DIR., FINE ARTS	21			
DEAN/DIR., GRADUATE PROGRAMS	22			
DEAN/DIR., HOME ECONOMICS	23			
DEAN/DIR., JOURNALISM	24			
DEAN/DIR., LAW	25			
DEAN/DIR., LIBRARY SCIENCE	26			
DEAN/DIR., MEDICINE	27			
DEAN/DIR., MUSIC	28			
DEAN/DIR., NATURAL RESOURCES	29			
DEAN/DIR., NURSING	30			
DEAN/DIR., PHARMACY	31			
DEAN/DIR., PHYSICAL EDUCATION	32			
DEAN/DIR., PUBLIC HEALTH	33			
DEAN/DIR., SOCIAL WORK	34			
DEAN/DIR., SPECIAL SESSION	35			
DEAN/DIR., TECHNOLOGY	36			
DEAN/DIR., VETERINARY MEDICINE	37			
DEAN/DIR., VOCATIONAL EDUCATION	38			

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PART 2-SALARIES OF SELECTED ADMINISTRATORS, 1979-80 (Continued)

POSITION	LINE NO.	SEX M (1)	SEX W (2)	11/12-month SALARY (3)	POSITION	LINE NO.	SEX M (1)	SEX W (2)	11/12/-month SALARY (3)
DIRECTOR, ADMISSIONS	39			$	DIRECTOR, STUDENT FINANCIAL AID	53			$
DIRECTOR, ALUMNI ASSOCIATION	40				DIRECTOR, STUDENT HEALTH	54			
DIRECTOR, ATHLETICS	41				DIRECTOR, STUDENT HOUSING	55			
DIRECTOR, BUDGET	42				DIRECTOR, STUDENT PLACEMENT	56			
DIRECTOR, COMMUNITY SERVICES	43				DIRECTOR, STUDENT UNION	57			
DIRECTOR, COMPUTER CENTER	44				ASSISTANT TO THE PRESIDENT	58			
DIRECTOR, FOOD SERVICES	45				BOOKSTORE MANAGER	59			
DIRECTOR, INFORMATION OFFICE	46				COMPTROLLER	60			
DIRECTOR, INSTITUTIONAL STUDIES	47				HEAD BASKETBALL COACH	61			
DIRECTOR/PRINCIPAL LABORATORY SCHOOL	48				HEAD FOOTBALL COACH	62			
DIRECTOR, PERSONNEL SERVICES	49				PURCHASING AGENT	63			
DIRECTOR, PHYSICAL PLANT	50				REGISTRAR	64			
DIRECTOR, SPONSORED RESEARCH ADMINISTRATION	51				STAFF LEGAL COUNSEL	65			
DIRECTOR, STUDENT COUNSELING	52								